



## Now Hiring - Nashville Office Manager/Receptionist

Salary: \$35,759 - 39,102 per year

We are looking for an Office Manager/Receptionist to organize and coordinate administrative duties and office procedures. Your role is to create and maintain a pleasant work environment, ensuring high levels of organizational effectiveness, communication, and safety. The duties and responsibilities of the Office Manager/Receptionist include, but are not limited to, scheduling meetings and appointments, answering phone calls, assisting with client intake, purchasing office supplies, greeting visitors, and providing general administrative support to our employees. Ultimately, by helping to improve company procedures and day-to-day operations, the Office Manager/Receptionist should be able to ensure that the office runs efficiently. This position is funded in part by, and in collaboration with, one or more grants. Personnel must adhere to goals and outcomes detailed in the grant contract. This position is funded for the duration of the grant and subsequent renewal may result in modification of job duties and responsibilities.

### Who We Are Looking For:

- Minimum High School diploma or GED.
- Prior experience working in a law office, court, social service agency, or other relevant setting.
- Effective oral and written communication skills.
- Strong typing and computer skills.
- Must be a self-starter with an ability to multi-task and complete projects timely.
- Must be detail-oriented and have great organizational skills.
- Welcoming demeanor and a great sense of humor.
- Professional attitude with high emotional intelligence.

### How to Apply

Email cover letter, resume, and three references (with email addresses and phone numbers) in PDF format to our Hiring Manager at [hr@las.org](mailto:hr@las.org). Subject line should read: re: Nashville Office Manager/Receptionist.

### Who We Are

Legal Aid Society's mission is to advance, defend, and enforce the legal rights of low-income and vulnerable people in order to secure for them the basic necessities of life. Our staff includes national authorities in the fields of domestic violence, housing, consumer law, federal income taxation, health advocacy, non-profit group representation, social security, and special education.

### At Legal Aid Society, We...

- Demonstrate a commitment to the principles of equal justice and advocacy for low-income people.
- Treat clients, staff, and the public with dignity and respect.
- Celebrate diversity and are committed to creating an inclusive environment for all employees.
- Appreciate the experiences and needs of people of diverse economic, social, and cultural backgrounds.
- Demonstrate a personal sense of integrity.



LEGAL AID SOCIETY  
OF MIDDLE TENNESSEE AND THE CUMBERLANDS

[Learn more about us at las.org](https://www.las.org)

Clarksville · Columbia · Cookeville · Gallatin · Murfreesboro · Nashville · Oak Ridge · Tullahoma

Apply as soon as possible. Legal Aid Society of Middle Tennessee and the Cumberland provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.