

## DAVTYAN LAW FIRM

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Glendale, California 91203

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### **JOB ANNOUNCEMENT**

A reputable, fast-growing law firm practicing labor and employment law is seeking to fill several entry-level full-time positions in its Glendale headquarters as detailed below.

**Job Title(s):** Intake Specialists / Documents Specialists / Case Managers

**Job Location:** Glendale, CA (on-site, not remote)

**Job Hours:** Full-time / 40 hours per week (Monday - Friday 8:30am-5:30pm) \*\*\*do not apply with part time availability\*\*\*

**Starting Pay Range:** \$20.00 to \$22.00 per hour (depending on the position)

**Experience / Training:** No prior experience required. Training will be provided.

**Benefits:** We provide benefits to full-time employees after a 90-day probational period including health, dental and vision benefits, paid vacation, paid holidays, 401K among other perks.

#### **Job Responsibilities:**

- Communicate with prospective clients and companies by phone, email, text messages.
- Process/review documents from prospective clients.
- Draft letters to companies requesting employee records.
- Interview prospective clients over the phone.
- Summarize notes of phone conversations.
- Scheduling appointments and routing incoming calls.
- Other duties as necessary

**General Skills Required:** Excellent verbal communication skills; excellent phone etiquette, great note-taking skills, professional attitude, attention to detail, honesty, good written communication, dependable, ability to follow instructions, computer savvy, good typing skills, multi-tasking.

#### **Computer Skills Preferred:**

- Microsoft Word / Excel
- Outlook Email / Calendar / Planner
- Adobe Acrobat
- Apple Operating System

#### **Language Skills:**

- Fluent in English (spoken & written) is required.
- Fluent in Spanish (spoken & written) is a plus.

### **APPLY NOW**



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