

Job Description:

Maimone Legal PLLC is a growing immigration law firm seeking a professional, organized, and friendly **Legal Receptionist / Administrative Assistant** to support our front desk, client communication, scheduling, and daily office operations.

This role is ideal for someone with a strong phone presence, excellent organization, and a positive attitude who enjoys working with clients and supporting a busy legal team. Prior law firm experience is helpful, but we are willing to train the right candidate who is reliable, detail-oriented, and eager to learn.

Responsibilities:

- Answer and direct incoming calls in a professional and friendly manner;
- Greet clients and visitors and direct them to the appropriate team member;
- Schedule and confirm consultations, meetings, interviews, and internal appointments;
- Assist with attorney and team calendar coordination under management supervision;
- Provide administrative support, including preparing, scanning, saving, and organizing documents;
- Assist with correspondence, reports, and client communications as needed;
- Maintain organized client records and ensure information is accurately entered and updated;
- Help coordinate office tasks, supplies, and daily administrative needs;
- Support management with administrative projects and special assignments;
- Learn basic immigration case processes to better assist clients and direct inquiries appropriately;
- Work collaboratively with attorneys, case managers, paralegals, and administrative staff.

Qualifications:

- Strong verbal and written communication skills;
- Professional and pleasant phone presence;
- Strong computer skills and ability to learn new systems quickly;
- Excellent organization and attention to detail;
- Ability to multitask and stay calm in a busy office environment;
- Reliable, punctual, and professional;
- Ability to work independently and as part of a team;
- 1–2 years of receptionist, administrative, customer service, or office experience preferred;
- High school diploma or equivalent required; associate degree preferred.



Preferred Experience:

- Prior law firm, immigration office, or professional office experience;
- Experience with scheduling, client intake, or document management;
- Bilingual ability preferred, especially Spanish

Benefits:

- Paid time off;
- Paid holidays;
- Opportunity for growth within the firm;
- Supportive team environment.

Work Location:

This is an in-person position at Maimone Legal PLLC in Fort Lauderdale, Florida.

If you are a quick learner, an excellent communicator, and thrive in a busy environment, we encourage you to apply!

Job Type: Full-time

Pay: \$40,000.00 - \$45,000.00 per year

Benefits:

- Paid time off

Education:

- Associate (Required)

Experience:

- Office: 2 years (Preferred)

Work Location: In person

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- Bilingual ability preferred, especially Spanish

Benefits after probationary period of 90 days:

- Paid time off
- Paid holidays



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If you are a quick learner, an excellent communicator, and thrive in a busy environment, we encourage you to apply!

Job Type: Full-time

Pay: \$35,000.00 - \$40,000.00 per year

Education:

- Associate's (Required)

Experience:

- Office: 2 years (Preferred)

Work Location: In person

Submit resumes via email to both:

danny@maimonelegal.com

rocki@maimonelegal.com

