

MESSENGER

We are seeking a qualified Messenger for a full time position with our busy law firm. The ideal candidate will deliver/file various documents on behalf of the attorneys or their support staff, perform routine office tasks, and maintain the facilities in a neat and clean manner. This position functions under close supervision of the Messenger Supervisor.

QUALIFICATIONS:

- Equivalent of high school education
- Must have dependable vehicle with at least liability insurance coverage
- Must be 18 years of age
- Must have strong interpersonal communication skills
- Must have excellent organizational skills
- Must be able to handle highly sensitive and confidential information in a professional manner
- Must be able to relate professionally and positively to staff and to work cooperatively with firm personnel at all times
- Must be capable of maintaining regular attendance and be punctual.

Qualified interested parties may apply and upload their resumes on our website at:

<https://www.mitchellwilliamslaw.com/Upload-Resume>

Mitchell Williams is an Equal Opportunity Employer