

HELP WANTED: Surprenant & Beneski, P.C. hiring for a Part-Time Seminar Coordinator

Surprenant & Beneski, P.C.

Part-Time Seminar Coordinator

Surprenant & Beneski, P.C. is seeking a friendly, efficient and reliable person for 15 to 20 hour per week position at a successful law office. Must be proficient in PowerPoint, Word and Excel. Familiarity with TimeMatters, a plus.

The position is responsible for assisting with the presentation of seminars on a weekly basis including inputting registrations, generating an attendance list, preparing materials, updating PowerPoint presentations, checking in guests, making sure the seminar room is properly prepared, scheduling appointments, seminar follow up, and maintaining reports.

We are looking for someone who is friendly, reliable, efficient, pays close attention to details, follows directions, is able to solve problems, and is a strong team player. Must have at least 2 years previous customer service experience. The position is 15 to 20 hours per week. The hours will be afternoons and one to two evenings a week. You must have car and the ability to travel within southeastern Massachusetts and Cape Cod.

Fax resumes to Surprenant & Beneski, P.C. at 508-994-2227. Do not call or email. The inability to follow directions will automatically eliminate submissions.