

Date: 9/17/2026

Position: Receptionist and Office Services Coordinator

Job Type: Full time, Permanent

Firm Name and Address: Skarzynski Marick & Black LLP
One Battery Park Plaza, Fl. 32
New York, New York 10004

Send Resumes to: Michele Columbia mcolumbia@skarzynski.com
Stephanie Rehal srehal@skarzynski.com

Hours: 9:00 AM – 5:00 PM with 1 hour lunch and 2 breaks
(7 Hours Per Day / 35 Hours Per Week)

In-office Requirement: This role is not eligible for remote work. Attendance in the office is required 5 days per week

Salary Range \$66,000 - \$68,000/annually

About Skarzynski Marick & Black LLP

Skarzynski Marick and Black LLP is a mid-size business law firm with extensive experience in insurance. We are co-centered in New York and Chicago with additional offices in Jersey City, New Jersey and Los Angeles, California.

About the Role

This position is located at our New York office in downtown Manhattan, and reports directly to the New York Secretarial Coordinator. The ideal candidate is professional, service-oriented, and able to manage a busy front desk while interacting with attorneys, staff, clients, court personnel, and vendors. The ability to multitask, remain composed under pressure, exercise discretion, and provide exceptional client service is essential. We offer a competitive salary commensurate with experience and a comprehensive benefits package, as well as a dynamic and friendly work environment and the opportunity for personal and professional growth.

Responsibilities

Incoming Calls

- Answer and address incoming phone calls.
- Forward calls to appropriate person.
- Take and deliver messages when contact person is unavailable.

Visitors

- Register all visitors on the building list.
- Greet visitors appropriately and direct visitors to conference room.
- Monitor people coming and going through the reception doors

Mail

- Sort and distribute incoming mail/packages immediately.
- Scan and file documents.
- Prepare outgoing mail for pick-up or courier; occasionally take overnight mail to local Fedex location.
- Scan incoming checks to accounting and deposit checks via check scanner
- Drop off mail in post office bin at the end of each business day

Conference Services

- Approve conference room requests in LMS
- Schedule/update meetings on calendar
- Set up conference room with necessary stationery and equipment, set up food and beverages, and connect video meetings
- Order catering
- Clean up conference room after use

Office Services

- Take attendance daily
- Keep copy rooms, reception area and kitchen clean and tidy, including wiping down counters when dirty and loading/unloading dishwasher, mopping up small floor spills, and sweeping up crumbs
- Order milk every Monday morning and during the week as needed
- Monitor inventory of kitchen and office supplies; place orders
- Update and maintain the reception handbook
- Maintain equipment and report any malfunctions to manager; schedule service calls for the office equipment (shredding bins, copiers, fire extinguisher maintenance, espresso machine, Keurig machine, water cooler, CO2 tanks, air conditioner, etc.)
- Submit maintenance and repair tickets to the building service portal
- Coordinate logistics with vendors on larger projects
- Change phone lists as necessary in conference & copier rooms

- Daily walk-through of office and report building issues to manager (carpet/floor spills, burnt out light bulbs, etc.); schedule cleaning service and light bulb replacement
- Order office lunch every Wednesday; set up and clean up
- Check for Listerine, cup replenishment, floss, and soap in bathrooms every week
- Espresso machine maintenance every morning
- Add funds to postage machine
- Purchaser for the firm (office supplies, IT equipment, home equipment); track order and submit receipts in accounting system)
- Review vendor billing and submit in accounting system for payment

Onboarding/Offboarding

- Set up new hire office with supplies and add name to door name plate, replace floor mat when necessary, and wipe down desks and drawers
- Clean out office of departing employees
- Submit building ID requests through Cove system

Other

- Assist attorneys and secretaries with various copy/scan requests, as needed

Requirements

- Minimum of 2 years of relevant reception experience in a professional office environment
- Proficiency in Microsoft Word and Outlook
- Positive, proactive attitude
- Discretion in handling sensitive, private, and confidential information
- Willingness to work overtime on occasion