



Boylan Code, LLP has a unique opportunity for a part-time (three full days per week) Front Desk Receptionist / Client Care Specialist in our Rochester, New York office. The Client Care Specialist will focus on serving our clients, visitors and internal staff. Duties of the position include but are not limited to: answering and directing all incoming telephone calls; greeting clients and visitors; accepting, tracking and routing packages and deliveries; opening client files, and other clerical duties as assigned. This position is quite literally the first impression all visitors will have of Boylan Code and, as such, it is a very important role within our Firm.

We seek a candidate with a minimum of three years of proven customer service experience, who enjoys a hectic pace and is able to shift priorities easily. General clerical experience is a must, and reception experience is preferred. If you love working with people, have an outgoing personality, a team mindset and a great attitude, we want to meet you! This is not an entry level position. Only those applicants with three or more years of customer service experience will be considered. We are looking for someone who can hit the ground running on day one. The ideal candidate will be able to work Tuesday – Friday each week, with some flexibility for other days as needed. This is a job-share position with another employee.

We offer a highly competitive salary and benefits package, including:

- Generous Paid Time Off Package;
- 401(k) plan, including Firm match;
- Employee Assistance Program;
- Discounts on auto and homeowner's insurance;
- Business casual workplace; and
- Free parking.

At Boylan Code, we take great pride in providing our attorneys and staff with a healthy work/life balance. Our family-friendly culture is what sets us apart from other firms. We are a team of more than fifty attorneys, paralegals and support staff, with dozens of areas of expertise, and hundreds of years of collective experience. Our approach is not transactional, it is holistic; we want to understand and serve our clients, their families, their businesses, and their unique issues, challenges and opportunities. Our strong commitment to client service is at the heart of everything we do. Everyone at Boylan Code shares a commonality of purpose – we are passionate about the idea that the right people can and do provide the intellectual strength, passion and vision to become key drivers of success for our clients.

Boylan Code is ranked in the Rochester top tier by Best Lawyers in America for Alternative Dispute Resolution, Bankruptcy & Creditor/Debtor Rights, Corporate Law, and Trusts & Estates.

Please click [here](#) to submit your cover letter and resume in complete confidence to Susan M. Gross, Legal Administrator, at sgross@boylancode.com.

We regret that we cannot accept telephone inquiries regarding this position. Only those candidates invited to interview will receive a response.

Boylan Code LLP will reasonably accommodate individuals with disabilities throughout the employment selection process. If you believe you need an accommodation during the selection process, please contact Susan Gross, Director of Human Resources, at sgross@boylancode.com, to make a request.

Boylan Code LLP is committed to the policy of equal employment opportunity. This policy expressly prohibits discrimination on the basis of sex, race, color, religion, creed, national origin, age, marital status, sexual orientation, disability, genetic predisposition or carrier status, domestic violence victim status, veteran status or status as a member of any other protected group or activity.