

STEARNS WEAVER MILLER



Receptionist / Hospitality Coordinator – Tampa

Stearns Weaver Miller, a full-service commercial law firm serving clients throughout Florida and nationwide, is currently seeking an experienced **Receptionist / Hospitality Coordinator** to join our team in our Downtown Tampa office. In this vital role, you will be the first impression of our firm—offering a warm, professional welcome to every client, guest, and team member who walks through our doors. If you thrive on creating a polished, hospitable environment where people feel genuinely cared for, we want to meet you.

What We're Looking For:

- A polished and professional appearance and demeanor
- Outstanding communication and interpersonal skills
- A genuine passion for hospitality and client service
- A proactive, energetic, and team-oriented attitude
- Previous experience in a receptionist, hospitality, or client-facing role

Job Duties and Responsibilities

- Greet clients and other visitors as they arrive at the office, act as initial point of contact
- Answer main office phones in a courteous, professional and timely manner; transfer calls to the appropriate person and/or their voicemail; take messages when needed
- Coordinate with clients, attorneys and staff regarding a variety of inquiries and requests for assistance, e.g. ordering car/taxi service, scheduling visitor offices, work orders for maintenance issues, etc.
- Responsible for hospitality functions
 - Schedule conference rooms for meetings and events utilizing Firm software
 - Maintain and organize conference rooms, reception areas, kitchens and lounges
 - Conference room and suite sweeps (adjust chairs, wipe down tables, stock supplies, adjust blinds)
 - Beverage / coffee / food setup and break down for client meetings, parties and Firm events
 - Order and keep track of inventory for kitchen, food, beverages, and conference room supplies, etc.
 - Maintain kitchens and clean kitchen equipment including coffee machines, refrigerators, microwaves, ice machines, etc.
 - Load and unload the dishwasher(s)
- Under supervision, assist in event planning and other admin tasks
- May perform general clerical tasks
- Log in deliveries, mail, etc., coordinate catering requests
- Coordinate monthly birthday/anniversary celebrations

Education and Experience

- Minimum High School Diploma or General Education Degree (GED) required
- 3+ years of experience as a receptionist, preferably in a law firm or other professional client services organization
- Knowledge of Microsoft Office (Outlook 2010, WORD, Excel)
- Strong ability to handle multiple tasks, such as incoming calls, guests, and faxes

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Job and Personality Requirements

- Professional personal appearance
- Ability to maintain a professional demeanor under pressure
- Ability to be cooperative with other employees to ensure a smooth running and effective office operation
- Detail Oriented
- Reliable and Punctual
- Must be able to arrive early, stay late, have the flexibility to work overtime if needed
- Ability to lift or move a wheeled cart 15 lbs.
- Ability to walk, bend, kneel, stand, and/or sit for an extended period of time

To apply, please email your resume to legalrecruiting@stearnsweaver.com indicating the title and office of the position in the subject.

Stearns Weaver Miller is an equal opportunity employer and does not discriminate on the basis of an applicant's or employee's race, color, religion, national origin, sex, gender identity/expression, sexual orientation, age, disability, veteran status, marital status, citizenship, ancestry, pregnancy, familial status, actual or perceived status as a victim of domestic violence, dating violence or stalking, or any other legally protected status entitled to protection under federal, state, or local anti-discrimination laws.