

# 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](mailto: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.*