

# Waukegan Law Firm

Law Firm looking for part-time receptionist and general office clerk. Exceptional communication

skills needed. Must be professional in appearance and attitude, highly organized and accurate; reliable and friendly.

Will also be asked to assist with data entry work and other general office related tasks.

Hours: Monday through Friday 12-5PM.

Send your resume to [trial\\_lawyers@yahoo.com](mailto:trial_lawyers@yahoo.com). Deadline date for applicants is February 20<sup>th</sup>. (Please indicate that you were referred by (CLC- Career and Placement Services)

- Part-time Receptionist
- Location: Waukegan IL.
- Compensation: \$9/hr
- Please do not contact [trial\\_lawyers@yahoo.com](mailto:trial_lawyers@yahoo.com) about other services, products or commercial interests.
- No employment recruiters