



Intake Clerk

Hawks Quindel – Madison

Join our dynamic team, where your multitasking skills will make a meaningful difference in the lives of our clients! Apply now to be a part of a thriving legal practice that values your diverse interests and talents.

Small law firm with a great team culture. Located in downtown Madison, we fight for the legal rights of workers! Are you a skilled multitasker with a passion for people and a keen eye for detail? As an Intake Clerk, you will be the first point of contact for potential clients and play a crucial role in ensuring a smooth intake process.

Key Responsibilities:

Multitasking: Efficiently manage multiple tasks and responsibilities simultaneously, including answering incoming calls, responding to client inquiries, and organizing case information.

Client Communication: Serve as the first point of contact for potential clients, providing excellent customer service and answering initial inquiries.

Team Collaboration: Work closely with our legal team to ensure seamless communication and the smooth transition of cases from intake to legal professionals.

Data Entry: Accurately record client information and case details into our database system, maintaining the highest level of data integrity.

Problem Solving: Proactively identify and address potential issues in the intake process, seeking solutions with a teamwork-oriented approach.

Documentation: Assist in the preparation of necessary documents and paperwork, ensuring all required information is collected.

Qualifications:

- Previous experience in a multitasking-oriented role is highly desirable.
- Strong teamwork and interpersonal skills with a focus on collaboration and communication.
- Detail-oriented and organized, with a commitment to maintaining accurate records.
- Proficient in using office software and databases.
- A high degree of professionalism, integrity, and confidentiality.
- No legal experience required. Bachelor's degree preferred, but not required. Bilingual a plus!

Apply at <https://www.hq-law.com/about/careers/job-application/>

Please include a current resume and cover letter.