



## Intake Clerk

Hawks Quindel – Madison

**Join our dynamic team!** Do you love working with the public? Are you passionate about helping people and looking for a role where you can make a meaningful difference in the lives of our clients? If so, we'd love to meet you!

We're a small law firm in downtown Madison with a great team culture, dedicated to fighting for the legal rights of workers. We're looking for a skilled multitasker with a passion for people and a keen eye for detail to join our new client **Intake Team**. In this role, you'll be the first point of contact for potential clients, helping them navigate the intake process, while also supporting our entire team in a collaborative, customer-service-oriented environment.

### What Makes This Role Special:

- Your people skills will be essential to creating a welcoming and supportive experience for our clients.
- You'll work closely with a talented and friendly team in a workplace that values diversity, teamwork, and your unique talents.

### What You'll Do:

- **Multitasking:** Handle calls, respond to client inquiries, and organize case information as part of the intake process.
- **Client and Team Communication:** Be the friendly first point of contact for potential clients while ensuring smooth communication within the firm.
- **Team Collaboration:** Work alongside our legal professionals to help transition cases seamlessly.
- **Data Entry:** Keep accurate client and case records in our database.
- **Problem Solving:** Take a proactive, team-oriented approach to addressing challenges.
- **Administrative Support:** Assist with preparing documents and gathering necessary client information.

### What We're Looking For:

- Previous multitasking experience is a plus!
- Strong communication and interpersonal skills—teamwork is key!
- Detail-oriented, organized, and dependable.
- Comfortable using office software and databases.
- A professional and friendly attitude with a commitment to confidentiality.
- Legal experience isn't required. A bachelor's degree is preferred but not necessary.

### Why You'll Love Working Here:

- **Competitive Pay:** Based on your experience.
- **Work-Life Balance:** Enjoy a 37-hour workweek with Fridays ending at 2 PM.
- **Comprehensive Benefits:**
  - 95% employer-paid health insurance.
  - Employer-paid disability and life insurance.
  - 401(k) plan (when eligible).
- **Generous Time Off:** 18 days of PTO annually, plus 10.5 paid holidays.
- **Downtown Perks:** Commuter reimbursement and a vibrant office location.

If this sounds like the opportunity you've been looking for, **apply now** and take the first step toward joining our thriving team! Bilingual a plus, please let us know if you are fluent in a language other than English.

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

Please include a current resume and cover letter.