

Position Information	
Working Title:	Intake Scheduling Coordinator
FLSA Status:	Non-Exempt
Provisional Period:	90 Days
Department:	Client Coordination
Assignment Category:	Staff
Office:	Fort Myers
Job Type:	Regular, Full-Time
Job Description Summary:	<p>The Intake Scheduling Coordinator must be alert, responsible, responsive individual who scans and saves incoming client documents into our database, schedules appointments and protects attorney time, answers client calls, pulls files for use and other such tasks. Requires knowledge of Microsoft Office, how to use a printer/scanner, and other general technical computer knowledge. As a primary point of contact for existing and potential clients alike, the Intake Scheduling Coordinator must be pleasant and professional on a constant basis. This position will occasionally require you to work with other team members for whom you are responsible for providing and directing workflow. Adaptability and flexibility will qualify you as an exceptional candidate. Attributes that will shine are alertness, curiosity, and responsiveness.</p>
Job Factors	
Minimum Education Preferred:	Associates Degree
Experience Level Preferred:	Three years of relevant scheduling, administrative, and/or reception experience is preferred.
Supervision Received:	The incumbent reports to the Intake Scheduling Coordinator. After initial orientation, the incumbent will be given general direction from the Intake Scheduling Coordinator, but is expected to perform duties and responsibilities independently.
Supervision Exercised:	This position is responsible for supervising the Administrative Support Specialist and any Client Coordination team members needing guidance.
Scope of Human Resources Impact:	Occasionally responsible for interviewing prospective candidates and providing input into the hiring process.
Level and Nature of Internal Contacts:	The incumbent has regular contact with all members of the team, including all levels of Attorneys and outside vendors. This position also includes leading meetings for the Client Coordination department and providing direction to said department's team.

Level and Nature of External
Contacts:

External contact is among the primary responsibilities for this position. Position requires regular use of phone to receive incoming calls from existing and prospective clients as well as Centers of Influence. Position is regarded as "The Face" of the firm.