

## PART-TIME COURIER

Gilpin Givhan, PC, is seeking a Part-time Courier to join our team. The candidate must be dependable and have superior customer service skills.

### **RESPONSIBILITIES:**

- Delivers and picks up legal documents at the courthouse, client, or any other business entity as needed
- Responsible for going to the post office to pick up and deliver mail in the morning and afternoon
- Sorts and distributes mail
- Stocks the break room with supplies
- Performs office duties assigned, such as making copies, filing documents, organizing documents, scanning, and shredding paper
- Answers the front desk phones when needed
- Performs other tasks as needed

### **REQUIREMENTS AND ABILITIES:**

- Must possess excellent communication skills to effectively interact with all levels of Firm management and staff, clients, and other external business contacts
- Ability to work as part of a team and individually take the initiative and exercise good judgment in decision-making
- Must be able to prioritize projects, manage time, and work well with others
- Possess a current driver's license and have a clean driving record
- Proof of automobile insurance
- Ability to lift at least 50 pounds
- High standards of ethics, including maintaining confidentiality, are vital.

### **Hours:**

Flexible

### **Hourly Rate:**

\$13.00 to \$14.00

To apply for this position, please send your resume to Stephanie Turner, the Human Resource Director, at [sturner@gilpingivhan.com](mailto:sturner@gilpingivhan.com).