



150 W. Main Street | Suite 1500 | Norfolk, VA 23510

Office (757) 623-3000 | Fax (757) 623-5735

www.cwm-law.com

Position: Receptionist

Crenshaw, Ware & Martin, P.L.C. is seeking an experienced and professional receptionist. This is a part-time position Monday – Friday 12:30pm – 5:00pm. Applicant must have at least one year of experience in an office environment and experience handling a multi – line phone system. Candidate must have excellent verbal and written communication skills, be a self-starter and be proficient in Microsoft Word, Excel and Adobe Acrobat.

For consideration, please send resume to:

Shirley Beacham, Firm Administrator
Crenshaw, Ware & Martin, P.L.C.
150 W. Main Street, Suite 1500
Norfolk, VA 23510

Or

Email - sbeacham@cwm-law.com

Crenshaw, Ware & Martin, P.L.C. is an equal opportunity employer.

August 25, 2017