

INTAKE SPECIALIST

Intake Specialist: Team, Talent, Truth, Tenacity, Triumph. These are our values.

To watch employee testimonial videos, and Bert's tour of our office, go to www.HurtCallBert.com/jobs. For Glassdoor reviews, go to: <https://www.glassdoor.com/Reviews/Parnall-Law-Firm-Reviews-E2060161.htm>.

Please read below concerning how to apply.

We are a growing plaintiffs personal injury law firm. This is a new position due to the firm's growth. Candidate must be enthusiastic, confident, a great team player, a self-starter, and able to multi-task in a fast-paced environment.

Parnall Law is seeking an Intake Specialist to talk to prospective clients when they call for help. You will be talking to people who have experienced a recent injury and are looking for help. You must possess confidence, intelligence, and genuine compassion and empathy. You must care about helping people.

Keys to success in this position: A successful Intake Specialist requires outstanding interpersonal communication skills. You must have experience in customer service, inside sales or personal injury law. Spanish fluency is a plus. Strong organizational skills, attention to detail, and basic computer and data entry skills are required. You must be able to track and monitor the progress of each Inquiry. This job requires that you do more than just follow a script: you must be able to identify and ask the important questions, and convey care and concern to our clientele. The Intake Specialist will also be providing other types of assistance in the office.

Barriers to success: Lack of drive and confidence, inability to ask questions, lack of fulfillment in role, procrastination, not being focused, too much socializing, taking shortcuts, excuses. Being easily overwhelmed by information, data and documents.

We are an established personal injury firm experiencing steady growth. We offer competitive salary and benefits, including medical, dental, 401k, and performance bonuses or incentives – all in a great team-based work environment. We provide a workplace where great people can do great work. Our employees receive the training and resources to be excellent performers – and are rewarded financially as they grow. We want people to love coming to work, to take pride in delivering our vision, and to feel valued for their contributions.

If you want to be a part of a growing company with an inspired vision, a unique workplace environment and opportunities for professional growth and competitive compensation, **you MUST apply online at www.HurtCallBert.com/jobs. Emailed applications will not be considered.**