

Job Title: Legal Assistant / Receptionist

Location: Cedar City, Utah (In-Office)

Company: Three Peaks Advisors, LLC

About Us

We are a growing advisory firm providing strategic financial and business guidance to clients across multiple industries. Our team values professionalism, responsiveness, and a high level of client service. We are looking for a dependable, detail-oriented Legal Assistant / Receptionist to be the first point of contact for our firm while supporting legal and administrative functions behind the scenes.

Position Overview

This role blends front desk responsibilities with legal and administrative support. You'll manage client interactions, maintain organization across legal documents, and help keep operations running smoothly. This is a critical role for someone who thrives in a fast-paced, client-facing environment and can juggle multiple priorities without dropping the ball.

Key Responsibilities

Front Desk & Client Experience

- Greet clients and visitors in a professional, welcoming manner
- Answer and route incoming calls efficiently
- Manage incoming/outgoing mail and deliveries
- Maintain a clean, organized reception area
- Schedule appointments and manage calendars

Legal & Administrative Support

- Assist with preparation, formatting, and filing of legal documents
- Maintain and organize client files (digital and physical)
- Track deadlines and ensure timely follow-ups
- Support compliance filings, registrations, and basic legal processes
- Coordinate with internal team members on client needs

General Office Support

- Order office supplies and manage inventory
- Assist with data entry and CRM updates
- Support team with administrative projects as needed

Qualifications

- 1–3 years of administrative, receptionist, or legal assistant experience preferred
- Strong organizational skills and attention to detail
- Professional communication skills (written and verbal)
- Ability to handle confidential information with discretion
- Proficiency in Microsoft Office (Word, Excel, Outlook); experience with legal or CRM software is a plus
- Ability to prioritize tasks and meet deadlines without constant oversight

What We're Looking For

- Someone who is proactive—not waiting to be told what to do
- Calm under pressure and capable of handling interruptions
- Polished and professional in both appearance and communication

- Team-oriented but able to work independently
- Comfortable interacting with clients, attorneys, and executives

Compensation & Benefits

- Competitive hourly pay or salary (based on experience)
- **Health Insurance:** Medical, dental, and vision coverage available for eligible employees
- **Retirement Plan:** 401(k) plan with employer match
- **Optional Benefits:** Life insurance, disability insurance, and supplemental coverage options
 - Paid time off and holidays
 - Opportunities for growth within the firm
 - Supportive, team-driven work environment

How to Apply

Submit your resume along with a brief note explaining why you'd be a strong fit for this role to firmadmin@3peaksadvisors.com