



JOURNEY
— LAW FIRM —
GUIDING FAMILIES. PROTECTING FUTURES.

CLIENT FOCUSED.
COMPASSIONATE.
COMMITTED TO
EXCELLENCE.

WE'RE HIRING!



We're growing and looking for great people to join **our team!**



RECEPTIONIST

- ✓ Greet clients & visitors with professionalism and warmth
- ✓ Answer & direct phone calls
- ✓ Manage calendars & schedule appointments
- ✓ Provide clerical & administrative support
- ✓ Help keep our office running smoothly

The first point of contact and an important part of the client experience.



LEGAL ASSISTANT

- ✓ Assist attorneys with case preparation
- ✓ Draft legal, estate planning & correspondence
- ✓ Manage calendars, deadlines & files
- ✓ Communicate with clients, courts & professionals
- ✓ Maintain organized case files & documents

A vital role in supporting our attorneys and serving our clients.



JOIN A TEAM THAT MAKES A DIFFERENCE.

We value professionalism, integrity, compassion and a commitment to excellence.



INTERESTED?

Send your resume to
admin@journeylawfirm.com
We can't wait to meet you!



CLIENT FOCUSED



COMPASSIONATE



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JOURNEY

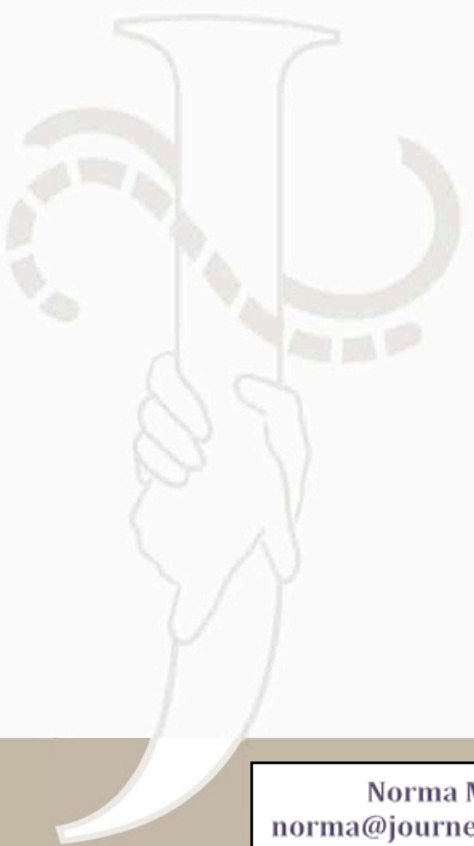
-LAW FIRM-

We're growing and need to fill the following positions to better serve our clients:

Receptionist - The Receptionist will handle front desk operations, including greeting visitors warmly; answering phone calls, routing or taking messages as appropriate; and, calendar management and appointment scheduling. Responsibilities also include performing general clerical duties, and supporting the team with administrative tasks. This role serves as the first point of contact for clients and requires exemplary professionalism and organizational skills.

Legal Assistant - The Legal Assistant will assist attorneys with legal documentation and case preparation; manage calendars, appointments and deadlines; draft legal documents, estate planning documents and correspondence; maintain organized case files; and, effectively communicate with clients, court personnel and others. This role serves as an important point of client contact and case management. It requires someone who is detail oriented, can manage deadlines, be empathetic.

Please send resumes to admin@journeylawfirm.com.



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