



**Levinson and Stefani**  
**Chicago, IL**  
**Client Relationship Specialist Position**

Well-established Personal Injury law firm located in downtown Chicago is looking for a true “people person.” The firm is dedicated to extraordinary legal representation, and an unrivaled, positive work environment. This position involves assisting with case intake, client relationship management, and administrative support. The candidate will be expected to provide excellent customer service and high-level assistance, balance case work with office duties, and meet reasonable deadlines. Spanish-speaking is a plus, but not required.

**Characteristics:**

Unquestioned integrity	Reasonably patient	Systems/Procedures oriented
Compassionate	Technologically savvy	Highly organized
Motivated	Problem solver	Communicator
Results oriented		

**Experience:**

Familiarity with CRM a plus, willing to train the right person.

**Action required:**

Email resume, salary requirement, concise paragraph(s) stating why this position is for you to [jay@levinsonstefani.com](mailto:jay@levinsonstefani.com). Include in the subject line: “Application for Client Relationship Specialist.” Please also indicate how/where you learned of this opening.