

Courier / Receptionist (Tamuning Law Office)

Compensation: **\$10 / hour**

Employment type: **full-time, for a temporary period, perhaps through September of 2026**

Full-time legal courier / receptionist position available.

Minimum requirements:

High school diploma

Valid Guam driver's license

Detail oriented

Strong verbal and written communication skills

Proficiency in Microsoft Office, especially Word

General office/administrative support experience preferred

Interested applicants should email a resume to guamlawoffice@gmail.com