



**AVERY LUPIA**  
**Director of Human Resources**  
**& Diversity, Equity, Inclusion**  
**and Belonging**

**Posted 3/3/2025**

Please Reply to Bridgeport  
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### **Job Posting: Receptionist/Assistant**

Cohen and Wolf, P.C. is hiring a receptionist/assistant in its Bridgeport office. We are seeking detail-oriented candidates who possess strong communication and organization skills. Additionally, candidates should be able to work well independently and as part of a team, take initiative as needed, and learn on the job.

The team member will assist with reception and provide general office support to the Firm's practice groups and administrative team. Experience in a professional services office and Spanish-speaking ability are preferred.

Cohen and Wolf offers a professional, friendly, and balanced work environment with competitive pay and benefits. Benefits currently include:

- Health insurance coverage for employees and their eligible dependents
- Vision and dental insurance coverage for employees and their eligible dependents
- Life insurance
- Long-term disability insurance
- 401(k) with employer contribution
- Dependent care FSA
- Paid time off
- Paid FMLA leave
- Employee Assistance Program resources
- Reimbursement for job-related courses
- Free parking

Cohen and Wolf, P.C. is committed to its employees, clients, and the communities we serve, and to nurturing a workplace based on our values of diversity, equity, inclusion, and belonging. We invest in the success of our employees through training, mentorship, and support.

For more information about the firm's commitment to providing equal employment opportunities and promoting well-being within the legal profession, and the firm's diversity, equity, and inclusion goals

1115 Broad Street  
PO Box 1821  
Bridgeport, CT 06601-1821  
Tel: (203) 368-0211

158 Deer Hill Avenue  
Danbury, CT 06810  
Tel: (203) 792-2771

320 Post Road West  
Westport, CT 06880  
Tel: (203) 222-1034



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and initiatives, please visit: <https://www.cohenandwolf.com/careers>.

Cohen and Wolf, P.C. provides equal employment opportunities to all employees and applicants.

If you are an honest, driven, dependable, and cooperative individual seeking a rewarding career at an exceptional firm, we'd love to hear from you. Please send your resume to Avery Lupia, Director of Human Resources & Diversity, Equity, Inclusion, and Belonging, at [alupia@cohenandwolf.org](mailto:alupia@cohenandwolf.org).

Job Type: Full-time, Non-Exempt