

## Receptionist

Role	Receptionist (Afternoons)
Location	Kenilworth
Contract	Part Time Permanent
Salary	Competitive plus benefits

### Purpose

We have an exciting opportunity for a receptionist to join our growing and busy operations department. You will be tasked with providing reception, administrative and clerical support. This is an exciting opportunity for a motivated and experienced receptionist to play a key role in assisting our teams of expert legal personnel within a friendly and supportive team environment.

### Responsibilities

- Dealing with switchboard, incoming and internal calls.
- Dealing with Clients in person
- Ensuring post is franked and collected daily.
- Keeping records of Client attendances and appointments.
- Some typing tasks & Data inputting.
- Photocopying & scanning ID checks.
- Photocopying, filing and binding.
- Balancing cash for stamps.
- Dealing with internal post
- Deeds and Wills enquiries
- Taking card payments
- Cover for the morning receptionist when required.

### Requirements/Experience

- Dealing with the requirements of incoming client contact, personally and by telephone, efficiently and in a manner that puts Clients at ease.
- Supporting the teams for communications etc. Efficiently managing the postal system and acting as a channel for messages
- Ability to deal with clients and business contacts in a professional manner

### Benefits

- 23 days holiday with 1 day off for your birthday as an additional day (pro rota)
- Holiday increase with each year of service.
- Long service awards
- Pension
- Dress down on the last working day of the month
- Free/subsidized legal fees
- Training funding support/professional development
- Company sick pay
- Cycle to work scheme
- Eyecare vouchers
- Flu jab voucher
- Refer a friend scheme