



## **Receptionist/Legal Assistant**

Due to the development/promotion within the firm, we are now seeking to appoint an experienced Receptionist/Legal Assistant at our Moreton office.

This role offers the opportunity to join an established law firm. You will also be offered excellent training and development and will have the opportunity to develop your career as the firm grows.

### **Reception Role:**

Duties will include:

- To process all incoming telephone calls with no undue delay and in a courteous, helpful and professional manner.
- The welcoming of visitors to the building in a polite, helpful, friendly and professional manner.
- Informing the relevant parties that visitors have arrived.
- The booking of internal meeting rooms using the IT systems.
- Ensuring the reception and meeting room areas are immaculately kept at all times.
- Working as part of a team and using own initiative to ensure a seamless service for all clients/visitors.
- The role encompasses a high degree of responsibility to project the image and ethos of the firm at all times.
- To supervise all reception staff to ensure the above is being adhered to.
- Assisting with ensuring that internal and external mail is distributed effectively.
- To assist the Practice Management, Accounts and IT departments with the facilities management of services and processes in the Moreton office.

### **Legal Assistant Role:**

Duties will include:

- To support and assist Solicitors in the firm in carrying out their duties, this will involve some fee earning duties.
- To perform legal secretary duties including audio typing.
- Working on a case management system to progress case files.
- To undertake clerical and administrative duties.

To be considered for this excellent opportunity, the attributes required are:

- Highly experienced in reception and front of house duties in a professional office.
- Experience of audio typing, secretarial duties and assistant duties in a legal department.
- Excellent communication skills, both oral and written.



- Ability to form good relationships with customers and colleagues and to work as part of an effective team.
- Well organised, with a clear and professional manner.
- Well presented, punctual, confident, and self-motivated.
- Flexible in your working approach with the ability to multi-task and prioritise workloads.
- Fully trained on modern telephone systems.
- Exceptional interpersonal and communication skills, especially in the context of client care and the ability to communicate effectively with a wide range of people.
- To have a professional and polished personal presentation and to take pride in your appearance.
- Excellent IT and administrative skills.
- To be motivated, enthusiastic and take a proactive approach to work.
- To use own initiative but to understand the role of teamwork in providing a quality service.
- High levels of attention to detail.
- High levels of confidentiality and security of the firm's and client documentation and information.
- Good working knowledge of MS Windows, Office, Excel and PowerPoint.
- Good working knowledge of legal databases.
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Please send your CV and covering letter to [sbirchall@kirwans.co.uk](mailto:sbirchall@kirwans.co.uk).