

Job Description and Person Specification

Title:	Temporary Legal Receptionist / Secretary
Objective:	To provide high quality reception and administrative support across the business and to maintain high standards of client care.
Responsible to:	The Partners Practice Manager

Key Tasks
<ul style="list-style-type: none">• Responsible for answering all incoming telephone calls and diverting them to the appropriate party.• Taking detailed, informative messages and passing them to the appropriate fee earner / staff member.• Schedule appointments for solicitors - including, but not limited to arranging prison visits and face-to-face client meetings. Maintaining central diaries.• Keeping the reception area tidy, welcoming and appealing at all times.• Sorting mail and receiving packages, opening non-confidential post and scanning items to the relevant case.• General office tasks - copying, filing and emailing various documents.• Monitor office supplies and order new items when necessary - stationery etc.• Greet all clients and other visitors to the office / act as a first port of call for visitors.• Contribute to maintaining a safe and healthy working environment.• Contribute to maintaining and improving office procedures.• Ensuring compliance with the Equality and Diversity Policy.• Any other duties which from time to time are required by the firm.

Person Specification		
	Essential	Desirable
Skills	<ul style="list-style-type: none">• Strong inter-personal skills• Excellent telephone manner• Literate and Numerate• Computer Literate	

Contact Details

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