

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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