

Part time Receptionist / Legal Assistant

Applications: Applications should be made to Emily Raw via enquiries@jobling-gowler.co.uk or sent to Emily at Jobling Gowler, 250 Park Lane, Macclesfield, SK11 8AD

Closing Date: Monday 22.07.2019 (12:00 noon)

Interviews will take place on Friday 26.07.2019

Remuneration: £17,500- £21,000 per annum pro rata (commensurate with experience)

Matched pension contributions into the Jobling Gowler Group Pension Scheme with Royal London up to 5% of your salary. You are free to make higher contributions if you so wish.

4 weeks paid annual leave + Bank Holidays (pro rata)

Hours: 3 days per week (Monday, Thursday and Friday) + additional holiday cover, by mutual agreement.

9am- 5pm (There is some flexibility as to the start time)

Jobling Gowler Solicitors is a niche practice based in Macclesfield which strives to provide high quality, specialist legal advice with a specific focus on delivering excellent client care. We are a friendly firm. We pride ourselves on our community involvement.

The firm's commitment to excellence is evidenced by independent appraisal of the services that we provide. We are recommended by the Legal 500 and by Chambers and Partners. We have accreditation with Lexcel and have recently won a national award from Symphony Legal for 'Best Niche Law Firm, 2018'.

We are seeking an enthusiastic and self-motivated individual to join our growing team as a Receptionist / Legal Assistant. This role forms a key part of the firm's commitment to delivering excellent client care. The successful applicant will be genuinely enthusiastic about providing the very best service to our clients and should expect to play an active role in the wider administrative support team.

Job Description:

1. To provide a professional and efficient reception service, including;

- Greeting all those visiting the premises in a welcoming and professional manner
- Answering the phones, screening and direct calls to the relevant members of staff
- Taking and relaying messages using the firms document management system
- Ensuring an accurate record is maintained of movements in and out of the premises
- Providing approved information to callers and visitors
- Arranging and receiving deliveries (from couriers and other postal services)
- Scheduling meetings using the electronic diary system

- Preparing rooms for meetings
 - Preparing drinks for visitors.
2. To provide general administrative and clerical support, including;
 - Typing digital dictations to produce attendance notes and other internal documents
 - Contacting third parties as directed (by telephone or email)
 - Setting up paper client files
 - Photocopying
 - Receiving and distributing faxes
 - Franking post
 - Filing
 3. To uphold the firms core values.
 4. To uphold the standards unto which the firm is regulated, including;
 - Abiding rigorously to the firm's policy on confidentiality
 - Ensuring your compliance with AML, SRA and Lexcel standards
 - Compliance with the firm's wider policies and procedures.

Required Competencies:

1. A positive and happy disposition
2. Professional personal presentation
3. Committed to the highest level of client care and service
4. Excellent interpersonal skills
5. Flexible and proactive approach with a “can do” attitude
6. Committed to take personal responsibility to learn on the job and keep knowledge up to date
7. Organised and able to prioritise
8. Excellent accuracy and attention to detail
9. Computer literate (Microsoft- Outlook, Word)
10. Experience of working with case management systems
11. Keyboard skills (the ability to transcribe audio copy at 60wpm would be desirable)
12. A genuine enthusiasm for delivering the very best service to clients.