

<https://giaconsultancy.co.uk/job/legal-reception-co-ordinator/>

Legal Reception Co-ordinator

Description

Are you an organised, professional Receptionist with experience within the legal sector and you feel you have reached a glass ceiling with your current firm?

If so, this role may be just what you seek!

My client, a prestigious, full-service law firm with offices in central London is seeking an organised and experienced Reception Co-ordinator to join their team.

Responsibilities

Role responsibilities will include co-ordinating and managing the reception desk and meeting rooms in our London Office, including providing cover and support to the post desk/room.

- Meeting and greeting with clients and visitors and liaising and interacting with Ground Floor Reception
- Monitoring the Reception Inbox, answering calls and taking messages, forwarding to the relevant person, where necessary. Directing contractors, working collaboratively with and supported by the Office Manager
- Booking rooms, meetings and appointments
- Setting up meeting rooms, including meeting rooms with video conferencing. Ensuring a quick turnaround for tidying, clearing and cleaning, ensuring they are restocked with refreshments, working collaboratively with the Housekeeper and arranging catering, where necessary
- Printing, scanning, photocopying and faxing
- Taking payments using WorldPay
- Diary management
- Filing and Typing
- Assisting the Management Team, Central Team, Office Manager and PAs with other tasks, as and when required

Qualifications

The successful candidate will have around **two years' experience in a similar role**. This would also be a good opportunity for an experienced administrator, or someone in a similar role looking to progress in their career. Additional skills and experience that we would ideally like to see include:

- CILEX legal secretarial qualification, City & Guilds business administration qualification, or equivalent, and/or previous legal or office experience.
- Full working knowledge of Microsoft Office, including Outlook, Teams, Word, Excel and PowerPoint.
- Positive and proactive attitude, using initiative, working independently and taking ownership and responsibility.
- Use of tact and discretion, when dealing with sensitive and confidential data and information.

Job Benefits

In return they offer a competitive salary and benefits package, prestigious working

Hiring organization

Gia Consultancy

Employment Type

Full-time, Permanent

Beginning of employment

ASAP

Duration of employment

Permanent

Industry

Legal

Job Location

London

Working Hours

8am – 4pm Monday to Friday

Date posted

June 27, 2024

Valid through

26.07.2024

environment, recognition and reward and the opportunity to progress your career!

This is fully office based with hours from 8am to 4pm, Monday to Friday, although some flexibility is required

Contacts

Applications are being considered now so don't delay, apply today!