

Job Title: Full Time - Receptionist / Administration Assistant

Reports to: Chambers Manager

Salary: £25,000.00 pa

Chambers is looking to recruit two Receptionists/ Administration Assistants to manage a busy front of house and work within an operations team to ensure the smooth operation of chambers, which will include engaging with administrative tasks associated to this function in chambers.

Role Purpose:

The role is a key part of the operations team to ensure first class service delivery for chambers' front of house and to provide administrative support.

Responsibilities will primarily require managing the reception desk, meeting and greeting clients, managing conference rooms and facilities, but the role will also include an element of routine administrative tasks covering accounts data entry, facilities management, marketing and general admin duties, along with ad hoc tasks.

Front of House Reception

- Meeting and greeting with clients, solicitors, barristers and members of public.
- Managing the telephone reception system efficiently and taking messages where appropriate.
- Managing the conference room diary.
- Organising and ensuring all conferences, meetings are suitably catered for according to requirements.
- Maintaining tidy reception area, all common area and facilities.
- Managing and ordering stock and supplier accounts for both catering requirements and stationary.

General Administration & Premises

- Providing administration support entering invoices onto SAGE the accounting system and appropriately filing for payment.
- Arranging timely payment of supplier invoices.
- Managing the administration and disbursement of petty cash transactions.
- Arranging secure destruction collections.
- Arranging service support calls for printers.
- Arranging premises maintenance call outs.
- Maintaining the Data Protection register.

Marketing Administration Support

- Maintaining up to contact databases.
- Creating invitations lists and sending out invitations for marketing events
- Assisting with the organisation, of all seminars and other promotional activities hosted by Chambers, including preparation of seminar hand-outs, and “power point” presentations.
- Assisting with formatting the Directory Entries to Legal Publications
- Liaising with venues for events or providing support organising in house events
- General updating and maintenance of chambers website

Required Skills

- Experience of working in a professional services environment – *Desirable*.
- An excellent telephone manner and experience of customer service skills – *Required*.
- Good time management and ability to prioritise when necessary – *Required*.
- Ability to communicate clearly and effectively – *Required*.
- Good attention to detail – *Required*.
- Knowledge of Microsoft Office – *Required*.
- Knowledge of Sage – *Desirable*.
- Organised and ability to multitask – *Required*.
- Ability to manage a busy working environment – *Required*.
- Well presented – *Required*.

To apply please send a covering letter along with your curriculum vitae to,

recruitment@4pb.com

The closing date for applications is **Wednesday 14th July 2021**.

Applications received after this date will not be considered.