

JOB DESCRIPTION

Job Title: Office Assistant/Receptionist

Department: Support

Reports to: Team Leader/Head of Operations

Job Summary:

In this role you will dedicate yourself to providing a high level of customer service while working in a fast paced, office environment.

Your role will see you work alongside the wider support teams offering a high level of support to the Clinical Negligence Teams enabling them to give the best service to our clients.

Key tasks and accountabilities:

- Sort and distribute post and DX
- Scan post to relevant files
- Assist the teams with any admin tasks required
- Any other copying and filing required
- Prepare DX and post for evening collection
- Taking documents to Court as and when requested
- Work with other team members on their workloads as and when needed
- Any other administration tasks as and when required.
- Reception cover as and when needed.

Person Specification:

- Excellent communication skills
- Excellent IT Skills
- Willing to go above & beyond
- Strong organisation skills
- Professional attitude
- The ability to work as part of a collective team