



Quality without compromise

Office Administrator

Are you a good administrator? Are you confident and resilient? Are you an excellent team player? Do you have an excellent telephone manner? If you answered yes to all these questions you could be who we are looking for!

The role

We are recruiting an Office Administrator for our busy office. Duties include:

- Providing administrative support to the lawyers
- Answering the telephone
- Taking and typing notes
- Greeting clients and potential clients
- Scanning documents and files
- Collating printing
- Filing and opening files
- Monitoring and maintaining office supplies
- General office duties as and when required

Who are we looking for?

We are looking for an enthusiastic, resilient and flexible individual. Our key requirements are:

- Excellent administrative and organisational skills
- Attention to detail
- Excellent telephone manner and computer literacy
- Confident and excellent communication skills
- Strong team player
- Ability to deliver exceptional client care standards to everyone
- Ability to provide new ideas and have a proactive approach
- Ability to work under pressure and prioritise tasks

This is a fantastic opportunity to join a prestigious, innovative and famous firm.

Hours

Core hours 8.30am to 5.00pm Monday to Friday, but flexibility on these hours is essential in our small Hemel Hempstead team.

About us

We are more than just a high street firm with offices in Hemel Hempstead and Cape Town, South Africa! The staff in our Cape Town office provide full administrative support to the Hemel Hempstead office including dealing with all typing of digital dictation for the lawyers.



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We have strong links with South Africa and much of our work is South African related.

We act for a wide range of individuals including actors, sportsmen and sportswomen, judges and Members of Parliament as well as organisations large and small, national and international, and sports clubs. We are often involved in advising governments, especially of Commonwealth countries.

The firm plays an important role in the community and has close links through sponsorship of the local football and basketball teams as well as supporting a local school for special needs children. We are involved in several charities including the Lord's Taverners, which provides access to sport for disabled and disadvantaged children, and the Snow Foundation.

You will be expected to contribute to these community activities as part of our team.

We are an equal opportunities employer and a living wage employer and pride ourselves on our flexible approach to work/life balance while ensuring the very highest standards to our clients.

How to apply

To apply please send your CV and a covering email to robert.males@lawabroad.co.uk.