



Quality without compromise

Office Assistant

Are you a good administrator? Do you have experience in dealing with the public? Do you have an excellent telephone manner? Are you computer literate? If you answered yes to all these questions you could be who we are looking for!

The Role

We are recruiting an Office Assistant for our busy office. Duties will 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
- Ordering stationary
- Monitor and maintain office supplies
- Ensuring the reception area is clear and tidy
- General office duties as and when required

Who are we looking for?

We are looking for a smart, well presented and hardworking individual. Our key requirements are:

- Excellent administrative and organisational skills
- Analysis, problem solving and attention to detail
- Excellent telephone manner
- Experience in dealing with the public
- Highly computer literate
- Clear written and oral 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
- Confidentiality
- Strong inter-personal skills
- A keen interest in law related matters



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This is a fantastic opportunity to join a prestigious, innovative law firm which is at the heart of the community. This position would be ideal for a candidate looking to embark on a full time career in law and wanting an opportunity to join the firm in an administrative role and progress within the company. Alternatively, you may already be established elsewhere and looking for a new challenge.

Hours

Core hours 8.30am to 5.00pm Monday to Friday.

This role could suit a job share for the right candidates.

About us

We are an independent law firm located in the centre of Hemel Hempstead and have been established for nearly 30 years.

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

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 Rugby 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, and the Snow Foundation, which provides access to sport for disabled and disadvantaged children.

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 CV and covering email to robert.males@lawabroad.co.uk.