



Quality without compromise

Office Manager

We are looking for a dedicated and organised office manager to undertake a varied workload and oversee all administrative aspects of the office.

The Role

Duties will include:

- Providing administrative support to the lawyers.
- Greeting clients at reception.
- Devising and maintaining office systems including filing, file opening and archiving.
- Conducting new employee training inductions.
- Scanning and photocopying documents.
- Ordering stationery and furniture.
- Answering the telephone.
- Monitor and maintain office supplies and equipment.
- Maintaining office facilities.
- Arranging internal meetings and conferences including Zoom/ Microsoft teams.
- Ensuring that policies are up to date.
- Taking responsibility for the administration of office contract renewals.
- Arranging travel and accommodation and where required travelling with the partners to provide general assistance during presentations.
- Carrying out general administrative duties.
- Assisting with post and banking.
- Liaising with the IT consultant.

Who are we looking for?

We are looking for a resilient, confident and committed individual. Our key requirements are:

- Ability to handle multiple tasks effectively and efficiently.
- Excellent computer skills (Microsoft Office including Teams/ Skype).
- Clear written and oral communication skills.
- Excellent attention to detail.
- Excellent planning, prioritisation and organisational skills.
- Strong team player.
- Ability to deliver exceptional client care standards.
- Ability to provide new ideas and have a proactive approach.



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Hours

Core hours 8.30am to 5.00pm Monday to Friday.

Salary

Negotiable

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.

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 and support of the local sports teams as well as supporting local schools for special needs children. We are heavily involved with the Lord's Taverners, 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 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.