



THOMAS FLAVELL  
+ SONS SOLICITORS

**Job Title: Legal Secretary/Receptionist**

**Office: Leamington Spa**

**Reports to: Director**

**Overview of role**

An excellent opportunity has arisen in our Leamington Spa office for an experienced Legal Secretary/Receptionist to join our team.

The prime role of the Receptionist is to welcome clients and visitors to the office and control the switchboard. The receptionist plays a vital part in the running of our offices being the first point of contact with our clients. Our receptionists are to provide a first-class service at all times and always putting the clients first. The role involves providing administrative support to the office as and where required involving training in legal areas such as Conveyancing, Commercial property, and Family law.

The company offers an excellent holiday package, sick pay and health bonus, as well as many other benefits.

**Main Tasks (this list is non-exhaustive):**

- Opening up reception;
- Answering the telephone & greeting clients;
- Taking detailed messages via email and sending in a timely manner;
- Maintain the fax machines, copier & franking machines;
- Maintaining the reception area (keeping the area welcoming and clean);
- Ensuring water machines/coffee machines are stocked;
- Replenishment of marketing materials on display in the area: Pens, Leaflets, notepads etc;
- Arranging and booking meetings where required;
- Administration of Wills & Deeds storage;
- Taking card payments and producing requisitions;
- Photocopying client documentation;
- Opening post & allocating miscellaneous post;
- Stationery stock take and ordering;
- Canteen stock take and ordering;
- Organising files being sent for archiving, or being retrieved;
- Banking (when appropriate);
- Collecting and distribution of post;
- Preparing post for dispatch;
- Replenishment of photocopiers;

Once you are trained in all of the above, you will be expected to carry out administrative and secretarial duties for the fee earners within the office.

**Inclusive responsibilities:**

- To act in the best interest of the firm at all times;
- To adhere to the firm's policies at all times;
- To be respectful at all times to colleagues, suppliers, clients and any other visitors of the firm;
- To provide a high standard of client care.

**Qualities:**

- Calm and approachable;



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- Team player;
- Positive attitude;

**Skills/Experience:**

- Experience of working within a law firm is desirable but not essential;
- Excellent keyboard skills, be computer literate and have a sound knowledge of Microsoft Office packages (word, excel, outlook etc);
- Attention to detail;
- Ability to work on your own initiative;
- Excellent communication skills with the ability to deal with clients, suppliers & visitors;

**Job Type: Full-time**