

DONOGHUE

SOLICITORS

Legal Administration Assistant

We are recruiting a full-time legal administration assistant to work in our Liverpool city-centre offices. This exciting role involves all aspects of business administration work including, but not limited to:

- front-of-house reception duties including answering the telephone, transferring calls, taking messages etc.
- dealing with clients, visitors, and others by email, telephone, and face-to-face as appropriate
- assisting colleagues with their duties as required
- out-of-office errands, including taking post, banking, court documents, hand-delivered post etc.
- preparing, sending, and receiving post
- filing
- photocopying and scanning documents
- transcribing dictation
- computer work using the Microsoft Office suite and Proclaim case management system
- telephone work including making and receiving telephone calls
- other duties as required by the firm to fulfil the role.

The successful applicant will have:

- an excellent academic record (minimum 5 GCSEs (or equivalent) to include at least A-C in Maths and English Language)
- strong written and verbal skills
- a confident and professional manner
- good self-presentation and full business dress
- a positive, flexible attitude.

They will also be mindful of our duties of confidentiality to our clients.

Competitive salary and benefits paid.

Please apply by sending a CV and covering letter to our Office Manager, Stephanie Donoghue, at stephanied@donoghue-solicitors.co.uk

Contact Mrs Donoghue on 0151 236 1336 if you are unable to use email.

Closing date for applications is 10am on Wednesday 30 November 2016.

Donoghue Solicitors is an Equal Opportunities Employer.