

EXCHANGE CHAMBERS

JOB VACANCY - OFFICE RECEPTIONIST/ASSISTANT

Exchange Chambers is one of the largest and most well-resourced Chambers in the UK. We are looking to recruit an Office Receptionist/Assistant.

- **Job Title: Office Receptionist/Assistant**
- **Reporting to: Chambers Director**
- **Hours of work: 09:00 - 17:30**
- **Salary range: £23-26K per annum**
- **Location: Liverpool**
- **Holiday entitlement: 20-25 days per year, rising with years of service but dependant on experience**
- **Benefits: Medicash Scheme, Employee Assistance Programme, Menopause Scheme, Workplace Pension Scheme, Cycle to Work Scheme, Volunteering Days, Social Events**

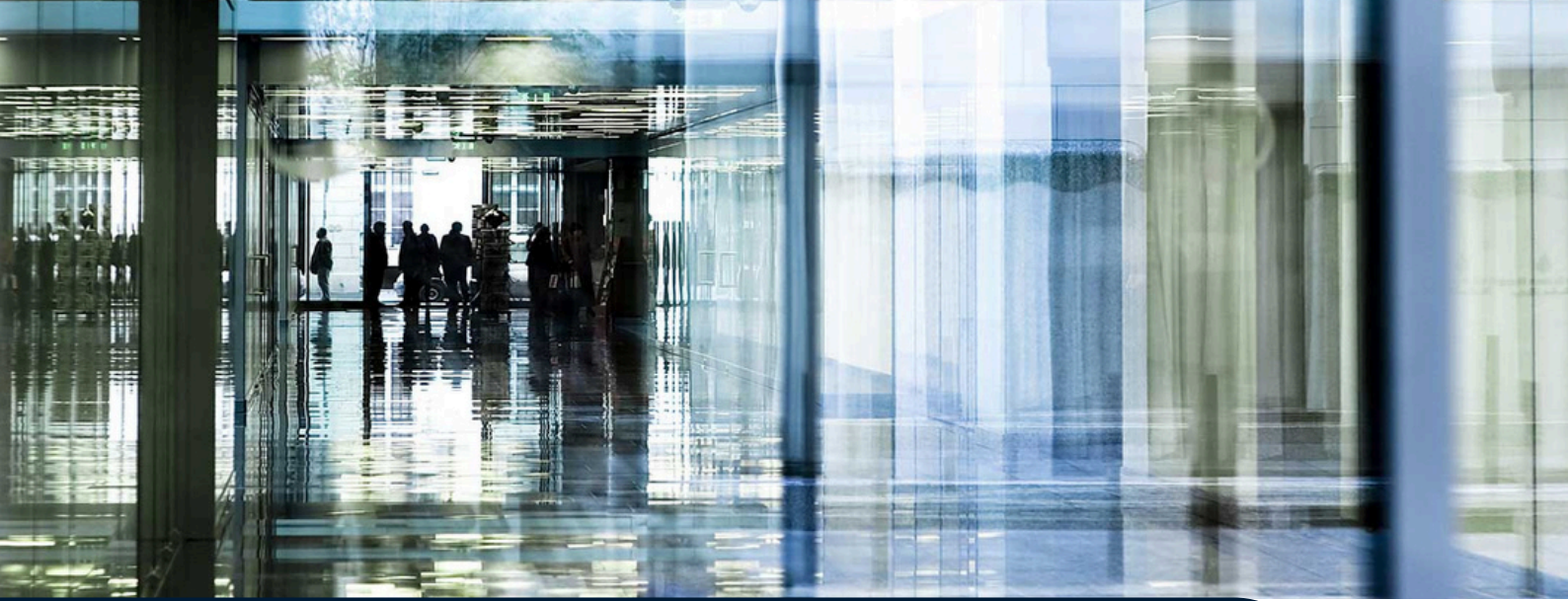
JOB DESCRIPTION

We are seeking to recruit an office based Front of House Receptionist to join the team at our Liverpool office. The role is focussed on answering and directing phone calls, greeting visitors and undertaking general administrative support work in a busy office environment. Prior experience is preferable but not essential.

The ideal candidate must be friendly, efficient and hard-working and be able to deal with calls professionally from Members, Solicitors and clients, as well as undertake front of house and office support duties.

To apply, please send your CV to Claire Salvatore - salvatore@exchangechambers.co.uk

At Exchange Chambers we value and celebrate diversity. We encourage applications from all minority groups and backgrounds.



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THE ROLE

- The main function is to answer the phones promptly, courteously, and professionally ensuring that all calls are put through to the appropriate person.
- Greeting guests on arrival into Chambers and ensuring that all our clients are looked after.
- Arranging rooms for conferences (including video conferences) and ensuring that refreshments are provided.
- Arranging any telephone or remote links as and when requested.
- Ensuring that all conference rooms are kept tidy both before and after use.
- Assisting with any internal seminars as and when arranged.
- Taking charge of ordering provisions and stationary.
- Providing administrative support to staff and Members of Chambers such as photocopying, scanning and printing.
- Dealing with incoming and outgoing post.
- Delivering documents to Court and other legal premises if necessary.

PERSON SPECIFICATION

- Confident, enthusiastic and hardworking individual.
- Good communication and interpersonal skills.
- Pro-active and calm approach to working in a busy, fast-paced environment.
- Willing and eager to learn with the ability to take instruction.
- Working knowledge of MicrosoftOffice, particularly ExcelandWord.
- Minimum of 5 GCSEs grade C/ 4 or above including Maths and English.