



**Job Title:**

Receptionist & Legal Secretary

**Contract type:**

Permanent

**Hours:**

Full time – Monday to Friday, 9.00am to 5.00pm

**Requirements and details of the role:**

We are seeking to appoint a receptionist who will also be required to provide secretarial support as part of the firm's secretarial pool.

The successful candidate will have:

- prior experience of working as a receptionist in a legal practice, with a computer linked telephony system,
- prior experience of providing legal secretarial support,
- a high standard of inter-personal and communication skills, especially in the context of client care,
- be IT literate with keyboard/typing skills,
- have experience of Microsoft packages and preferably legal case management software and digital dictation software,

The role will include but is not limited to:

- processing all incoming telephone calls received by the firm via the main reception/switchboard,
- receive and process all clients, visitors and contractors who attend at the firm,
- undertaking other clerical and administrative duties as may reasonably be requested as part of the receptionist role,
- provide secretarial and administrative support to those fee earners at the firm who receive such support from the firm's secretarial pool,

**Salary & Benefits:**

- Salary is dependent upon experience.
- 23 days holiday per annum, plus loyalty holiday scheme and ability to purchase holidays
- Benefits include: non-contributory death in service scheme, contributory (auto-enrolment) pension scheme, discretionary annual bonus, enhanced sick pay.

**How to apply:**

If you are interested in this role, please send your CV to our practice manager Louise Nolan: [lnolan@bromleys.co.uk](mailto:lnolan@bromleys.co.uk)