

Job Title	Receptionist and Office Assistant
Salary	£20,000 - £21,000 per annum
Weekly Working Hours	Full Time 35 hours per week, Part Time job share also considered
Reporting to	Office Manager

Arthur & Carmichael LLP is growing, and we want you to grow with us. This is an important role supporting us to deliver a high-quality legal service to a range of clients across the country and overseas.

JOB PURPOSE

As the first point of contact, the Receptionist and Office Assistant reflects our client focused approach and business ethos. The post holder is required to handle a range of clients looking for support and assistance often at a very vulnerable time in their personal or professional lives. The fee earners also rely on the post holder to provide them with an efficient service ensuring that the office runs smoothly, and paperwork is managed appropriately.

KEY RESPONSIBILITIES

- Answer all calls in a timely manner and direct calls to the appropriate office.
- File, scan, and copy legal documents as required in an organised and accurate manner.
- Create and manage digital and hard copy filing systems for all fee earners.
- Schedule meetings for fee earners including greeting clients as soon as they arrive and connecting them with the appropriate party.

PERSONAL SKILLS

- Friendly, helpful and positive manner
- Conscientious approach to daily work routines and attention to detail
- Organisational skills, ability to prioritise with little supervision necessary.
- Discretion and respect for confidentiality

JOB SKILLS

- Can evidence a working knowledge and proficiency with MS Office including Access databases.
- Professional telephone manner and writing style.
- Previous experience of high performance working in a customer facing environment

BENEFITS

- Competitive salary with annual discretionary bonus review scheme based on individual and company performance.
- Dornoch town centre work location with adequate parking and within walking distance of all amenities.
- Training and development including support towards legal qualifications for those interested in career progression.
- A generous annual holiday entitlement including 20 bookable flexible days per annum and 13 fixed holidays (10 days at Christmas/New Year, 2 days at Easter and May Day) when the office is closed.
- Flexible option to purchase/sell up to 5 bookable days annual leave per year.
- Flexible contributory pension scheme.