

Administrative Assistant advert

Administrative Assistant

£19,000 per annum

Permanent

Full time (35 hours per week)

We are GoodLaw, a growing, modern law firm with branches across Sussex and Surrey. We are seeking a fantastic Administrative Assistant to join our small, friendly team at our Hassocks branch. We need you to be a well-organised administrator, with a passion for providing excellent customer service to our clients both over the phone and in person. If you are a confident administrative assistant who is driven to implement efficient filing and archiving systems, we want to hear from you today!

Main Duties:

- Answering incoming calls for the Hassocks branch, and other branches as needed
- Taking information from clients and suppliers and directing their enquiry to the right place in the firm
- Welcoming clients in person and offering drinks, taking copies of documentation if needed
- Retrieving files and deeds from our system as needed
- Creating and maintaining an efficient filing process
- Managing an extensive archiving project
- Keeping on top of a range of tasks to help the office run smoothly

The ideal candidate will have:

- Experience of providing fantastic customer service, over the phone and in person
- Ability to manage a high volume of calls while maintaining a friendly, client-focussed approach
- Experience of administrative duties such as filing, sending emails and letters, managing post
- Ability to manage a large archiving project
- Good Excel skills
- Excellent attention to detail
- Ability to interact with colleagues and clients in an approachable, efficient way
- Willing to learn and can work as part of a team as well as independently.

In return we can offer a friendly working environment, 35 hour working week, 25 days holiday + Bank Holidays (plus extra days off over Christmas), and a NEST pension.

We wish to appoint the right person as soon as possible, so if this sounds like your next role please send your cv and covering letter via this service or to Helen Davis: hdavis@goodlawsolicitors.co.uk

No agencies please.