



JOB SPECIFICATION

Role: Receptionist

Location: Morlings, 1-3 Clarendon Place, King Street, Maidstone, ME14 1BQ

Hours: Full time; 9am – 5:30pm Monday - Friday

Salary: Dependent upon experience

Job Description:

We are seeking a full time legal receptionist for our busy and expanding Maidstone office. Daily duties include meeting and greeting clients, handling all incoming calls and conveying messages, assisting with switchboard enquiries, processing all incoming and outgoing post and distribution of the same, making appointments, fax machine administration/reports and ensuring the Reception Area is clean, tidy and presentable at all times. Additional responsibilities include general administration tasks relevant to an office environment, such as diary management, scanning, opening files, monitoring stationery and providing refreshments to clients/staff, where appropriate.

This is a “front of house” role and therefore candidates must be smart with a professional telephone manner, and conduct themselves in an approachable, friendly and helpful manner.

Candidates:

Successful applicants will have previous Reception experience, preferably from a legal background or within an established office environment. Candidates must be well presented with an eye for detail and the ability to work proactively and use their initiative. This is a standalone client facing role so confidence, enthusiasm and good technical competence is essential. Knowledge of all Microsoft packages (Excel, Word & Outlook), plus Partner 4 Windows would be advantageous.