

Job Title

Office Administrator

Start Date

March- April 2018

The Role

The successful candidate will be assisting the Business Support department in carrying out various tasks in order to maintain the efficient running of the business.

Candidate specification

- We are looking for an individual with experience of dealing with Facilities, Health and Safety and business services procurement.
- The position will involve dealing with all aspects of Back Office administration; including HR, Marketing administration, Accounts, IT and Telephony, Archiving, Building Maintenance, Health and Safety and Facilities tasks.
- You will ideally have worked within a law firm and be willing to carry out Manual handling, reception duties and get involved with all responsibilities of running an office.
- We are looking for an individual that can demonstrate excellent attention to detail, outstanding communication and organisational skills and a sound knowledge of Facilities management.

How to apply

If you are interested in applying for this position please send your covering letter and CV to info@premiersolicitors.co.uk quoting the job title. Please indicate length of notice period (where applicable) and salary expectations.

Candidates should be aware that due to the volume of applications we receive, the firm is only able to respond to candidates we call for interview.

Premier Solicitors is an equal opportunities employer

We are committed to providing equal opportunities for all and to encouraging diversity through recruitment. Applications are welcome from all sections of the community and decisions to progress will be made with reference to entirely objective criteria only.

To learn more about the firm please visit our website at www.premiersolicitors.co.uk