

JOB DESCRIPTION

JOB TITLE:	OFFICE JUNIOR
NAME:	XXXX
JOB OBJECTIVE:	To provide an effective and welcoming reception service within the firm.
RESPONSIBLE TO:	Partner

KEY TASKS

1. Greeting clients on arrival and directing them to the appropriate fee earner
2. Photocopying
3. Switchboard duties
4. Maintain central diaries and making appointments when required
5. Deeds and will maintenance
6. File closing and archiving
7. Ordering and delivering outgoing mail
8. Updating legal reference materials
9. Relief typing/secretarial duties
10. Contribute to maintaining a safe and healthy working environment
11. Contribute to maintaining and improving office procedures
12. Any other duties which from time to time are required by the firm

JOB SKILLS REQUIREMENT

	ESSENTIAL	DESIRABLE
SKILLS	Strong interpersonal skills.	Audio typing.
KNOWLEDGE	The firms switchboard equipment essential.	The firms word processor software.
EXPERIENCE	Experience in a solicitors practice.	