



Vacancy for a Part Time Front Office and Administrative Assistant

This is a great opportunity to join the team at our award-winning legal practice in Loughborough.

Moss Solicitors is a long-established firm with a modern outlook and a client focussed approach. We recognise the need for individuals and businesses to have access to effective and straight-forward advice. This is reflected in our success on three separate occasions in the Leicestershire Law Society Law annual awards and our consistently high client satisfaction ratings.

We have a team of nearly 20 lawyers based in five departments – Residential Conveyancing/Company & Commercial Property/Wills & Probate/Family/Dispute Resolution & Employment.

Generally, we look to recruit candidates who are keen to develop their knowledge and skills, provide excellent client care and have a good work-life balance.

Hours: Part Time – 3 days – 21 hours per week

Contract: Permanent

Start Date: As soon as possible

Salary: National Living/Minimum Wage (as applicable)

Main Duties:

This is a split role assisting the firm in a variety of front office and other administrative duties to ensure the smooth running of the business. These duties include:

- Supporting our Reception and Front office Team with dealing with clients visiting the office, and incoming telephone calls through our switchboard plus general admin duties, including data input and processing incoming and outgoing post
- There is also the opportunity for assisting other departments across the firm with a variety of general admin duties, as and when required
- Scanning and archiving completed client files

Skills required:

- Reception experience useful but not essential as training provided
- Excellent communication skills
- Professional and helpful approach
- Organisation and attention to detail
- Teamwork
- Confidentiality
- Computer literacy

Application: Please send CV to Jo Willars at J.Willars@moss-solicitors.co.uk