



## Receptionist Facilities Department *Fixed term contract*

### **The Firm**

Devonshires has been based in the City of London for more than 150 years. From our offices in London and Leeds we provide legal services throughout England and Wales. We act for a broad range of clients, including private and public companies, developers, local authorities, funders and regulators. We are a “full service” firm with specialists in Banking, Commercial/Corporate, Litigation, Housing, Employment, Projects & Property. Over the past few years we have grown significantly and now have approximately 240 employees.

### **The Role**

We are seeking to recruit a Receptionist to provide a full range of front of house duties, to include reception duties, organising taxis and couriers, post and meeting room housekeeping. The successful candidate will be required to work 12.00pm – 6.00pm Monday to Friday, 30 hours per week.

### **Main Duties and Responsibilities:**

This is not an exhaustive list and from time to time it may be necessary to vary these to meet the department and business needs.

- To provide a warm, courteous and prompt welcome to clients on arrival.
- To ensure visitor and client arrivals are communicated to the relevant people promptly and that the client is escorted to the meeting rooms in a timely fashion
- To handle all incoming calls and enquiries
- Arrange lunches when requested for meetings
- Booking couriers and taxis when required
- Provide assistance for meeting rooms and to ensure delivery of a professional service

- Carry out regular checks on meeting rooms and to ensure the correct set up
- Ensure that the Reception and Meeting areas are maintained to a high standard
- To replenish meeting rooms and Reception brochure stock as required
- To ensure all hospitality is served promptly and good communication is in place with the Meeting Room Hostess
- To communicate effectively with all areas of the Firm
- Be aware of and be able to give information on the other services provided such as the dry cleaning service, etc.
- To ensure the Reception hours of 8.00am till 6.00pm are covered when other's in the team are absent
- To carry out any other duties requested by the Facilities Manager

### **Person Specification:**

#### **Essential**

- Previous reception experience
- A proficient working knowledge of Microsoft Office.
- Excellent communication skills at all levels.
- Smart appearance (yearly clothing allowance towards uniform will be provided).
- Be prepared to swap shifts with others in the team as requested.
- Good literacy and numeracy skills.
- Excellent time management skills.
- Attention to detail.
- Able to show initiative and work without supervision.
- Strong efficiency and punctuality.
- Outgoing, confident and approachable manner.
- Excellent communicator.
- Diligent and focused.
- Personable.
- Willingness to learn.
- Flexible and willing attitude with a proactive approach to work.
- Team player.
- Enthusiastic

## Desirable

- Previous experience with a law firm.

Please note we are only accepting CVs from direct applicants at this stage.

If you would like further details or wish to apply for this position please email your CV and covering letter direct to [support.recruit@devonshires.co.uk](mailto:support.recruit@devonshires.co.uk) and also complete the diversity monitoring questionnaire which can be accessed by [clicking here](#).

*Devonshires Solicitors LLP is committed to providing equal opportunities in employment and to providing a workplace free from discrimination and harassment. As such all job applicants, employees, partners and third parties who come into contact with us, will receive equal treatment, regardless of age, disability, gender re-assignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation. We welcome applications from groups where we are currently under-represented. For this reason we ask that all candidates complete the [recruitment monitoring survey](#) in complete confidence for statistical purposes in order that we can effectively monitor how well our Diversity procedures are working. To review our policies on Diversity & Inclusion and Dignity at Work please visit our recruitment pages at [www.devonshires.com](http://www.devonshires.com).*