



General Office Clerk

Facilities department

12 month fixed term contract

Job Purpose:

To provide a comprehensive general administrative support service to the fee earners, secretaries and other support staff within the Firm in line with the department's objectives.

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.

- Delivering and sending internal and external post to the employees within the firm;
- Replenishing stock (stationery, water bottles, paper, envelopes, etc.) in all relevant areas;
- Helping with office moves and relocations;
- Working closely with the Records, Reception and Client Kitchen teams;
- Liaising with suppliers and contractors when required;
- Setting up meeting rooms
- Setting up workstations for new joiners;
- Franking post and DX;
- Responding to emails and telephone calls to the department;
- Moving boxes and files from department to department;
- Assisting with the reprographics service when necessary;
- Other tasks that arise which relate to a typical Facilities department.

Person Specification

Essential

- 5 GCSE's or equivalent at grade C or above, including English and Maths;
- Microsoft Outlook;
- Happy to liaise with internal and external clients;
- Good telephone manner;
- A high attention to detail to process and file documentation to a consistently high standard;
- Excellent communication skills, verbal and face-to-face;
- Ability to prioritise workload to increase efficiency for the team;

- Reliable, enthusiastic, trustworthy and proactive team player with a “can do” attitude.

Desirable

- 6 months minimum experience within a similar role.
- Microsoft Word and Excel

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 and complete the diversity monitoring questionnaire which can be accessed by [clicking here](#).

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