



Reprographics Assistant

Facilities Team

Fixed Term Contract

The Firm

Devonshires has been based in the City of London for more than 150 years. From our offices in London, Colchester 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. As well as offering Clinical Negligence, 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.

Job Purpose:

To provide a comprehensive general administrative and reprographics 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.

- Provide a consistent reprographics service including ‘hands on’ operation of reprographics equipment for copying, finishing and scanning legal documents;
- Discuss job requirements with staff members and ensure work is completed to a high standard;
- Consumables management - MFD's, reprographics;
- Scanning documents into email and Document Management System, as well as constructing Deeds packets;
- Scanning incoming post for employees into Flow matrix system;
- Helping with office moves and relocations and moving boxes and files from department to department;
- Working closely with the General Office, Records and Reception teams;
- Setting up meeting rooms and workstations for new joiners;
- Responding to emails and telephone calls to the department;
- 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;
- Minimum of 18 months experience within a corporate law firm;
- Experience in constructing legal documents such as engrossments;
- Proficient in Microsoft Outlook;
- Adobe Acrobat/PDF Docs;
- Ability 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;
- Able to work under pressure;
- Confident in working within a fast paced environment;
- Reliable, enthusiastic, trustworthy and proactive team player with a "can do" attitude;
- Understanding of the protocols and procedures within a law firm.

Desirable

- Microsoft Word and Excel;
- Document Management System.

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 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 identity, marriage and civil partnership, trade union activities, 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.