



General Office Clerk

Facilities Team

12 Months 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 Deeds, Records and Reception teams;
- Setting up workstations for new joiners;
- Franking post and DX;
- Answering telephone calls to the department;
- Drafting and responding to email correspondence;
- Moving boxes and files from department to department;
- Assisting with the reprographics service when necessary;
- Providing back-up support for post scanning when required;
- Other tasks that arise which relate to a typical Facilities department.

Person Specification

	Essential	DESIRABLE
Academic achievements	5 GCSEs or equivalent at grade C or above, including Maths and English	
Experience within the legal profession		6-months experience within a similar role
IT skills	Microsoft Outlook	Microsoft Word and Excel

Additional skills	<p>Ability to liaise with internal clients, suppliers and contractors</p> <p>Good telephone manner</p> <p>Comfortable in drafting and responding to email correspondence</p>	
Personal qualities	<p>A high attention to details to process and file documentation to a consistently high standard</p> <p>Excellent communication skills: written, verbal and face-to-face</p> <p>Ability to prioritise workload to increase efficiency for the team</p> <p>Reliable, enthusiastic, trustworthy and proactive team player with a 'can do' attitude</p>	

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](#).

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