



## Receptionist – Part Time Job Share Facilities Department

### **The Firm**

Devonshires has been based in the City of London for more than 150 years. From our offices in London, Colchester, Leeds and Birmingham 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 in our London office, to include reception duties, organising taxis and couriers, post, hospitality and meeting room housekeeping. The successful candidate will be required to work 1pm – 6pm Monday to Friday, 25 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
- To use and manage the meeting room booking system
- 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 of furniture and technology
- 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 rooms set up in advance of meetings commencing
- To communicate effectively with all areas of the Firm
- To ensure the Reception hours of 8.00am till 6.00pm are covered when other team members are absent
- Any other duties that are requested by the Reception Supervisor or Head of Facilities

### **Person Specification:**

#### **Essential**

- Previous reception experience
- Knowledge of meeting room booking systems
- A proficient working knowledge of Microsoft Office.
- Excellent communication skills at all levels.
- Smart appearance (uniform will be provided after one month's service).
- 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.

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](#).

***All recruiters must submit their candidates' CV via our HR team or using the recruitment inbox listed above. Only HR can agree terms of business with third parties, provide the appropriate privacy notice to be shared with candidates and ensure that the firm maintains its commitments to LEXCEL, ISO27001 and Equality Diversity & Inclusion.***

*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](http://www.devonshires.com).*