

Receptionist

Part-time, Fixed Term, Dundee

We are looking to recruit a part time receptionist for our Dundee office. You will be required to offer a first class and professional service to internal and external clients at all times. As well as answering telephone calls and welcoming clients and visitors you will also ensure the upkeep of the front of house area, manage meeting room diaries and the organisation of meeting room refreshments and catering. Applicants must have an excellent telephone manner and presentation. This is a part time fixed term contract until the end of May 2018.

About Thorntons

Thorntons is one of the leading legal firms in Scotland and was recognised as Scottish Employer of the Year 2017 by Business Insider. We provide a full range of legal services for clients whether in their personal life, or in business. Our legal and support teams work together to deliver exceptional expertise mirrored by a first class client service. Each and everyone in the firm, regardless of their role, has an important part to play in delivering this promise. We invest in training for our people and advancement of our systems to ensure we are constantly at the forefront of service delivery in the legal sector. Our traditional values and innovative approach mean clients can rely on us for the right advice right through their life.

The Job

Duties will include;

- To welcome all visitors to the office in a friendly, helpful and professional manner
- Responsible for contributing towards the smooth running of all Reception areas
- Responsible for dealing with incoming calls and transferring to the correct person, in a professional and helpful manner
- Responsible for setting up meeting rooms and equipment for internal/external seminars,
- Responsible for accepting payments by cash, cheque etc.
- Responsible for undertaking reception related activities such as dealing with visitors, processing related paperwork etc.
- Assisting colleagues with reception/front of house related duties as require
- Dealing with meeting room bookings on request, arranging/confirming and also making alterations
- Arranging catering for meetings
- Dealing with external suppliers
- Providing holiday reception cover in other offices

Personal Attributes

- Excellent customer service skills
- Excellent organisational skills
- Excellent oral communication skills
- Excellent written communication skills
- Excellent attention to detail
- Ability to work as part of a small team
- A commitment to providing excellent client service

Salary and Benefits

- 25 days holiday plus 7 public holidays
- Contributory Pension scheme, Employee Health Care Plan, Child Care Vouchers, Cycle to Work Scheme, etc.

Hours

- Monday to Friday, 10am to 3pm – 25 hours per week.

Interested?

Apply online at www.thorntons-law.co.uk/careers or download and return an application form to: HR Department, Thorntons, Whitehall House, 33 Yeaman Shore, Dundee. DD1 4BJ

The closing date for applications is 9am on Monday 19 March, 2018

