

Receptionist

Devereux Chambers is a top civil set with 54 members, including 12 QCs. We are friendly and forward-looking and have an excellent reputation for the quality of our work.

Our principal fields of work are in commercial litigation and arbitration; employment, discrimination and pensions; personal injury; and tax litigation.

For more information visit www.devereuxchambers.co.uk.

We are seeking to recruit a Receptionist as part of our Business Services Team. This is a very busy and varied role and as one of our two Receptionists you will represent Chambers as the first point of contact.

The successful candidate will be highly motivated, have previous experience within a similar role for at least one year as well as having excellent interpersonal and client service skills and will demonstrate a warm and personable manner. The Receptionist role will include duties such as meeting and greeting clients both internal and external, dealing with incoming calls, setting up and clearing conference rooms, preparing and serving beverages and lunches, ensuring visitor areas are well maintained and clean and tidy at all times. In addition you will provide administrative support to the Office & Facilities Manager and assist with marketing and other functions as required. You will be expected to work as part of a team and have a flexible, hands on approach, be proactive, and demonstrate a 'can do' attitude.

Hours: Monday to Friday 09:30 to 18:30

Salary - £19,500 to £21,500

If you would like to apply for this position further details can be found in the Application Pack. Please complete the Application Form and Diversity Data Monitoring Form and send to recruitment@devchambers.co.uk together with a cover letter stating your suitability for the role by noon on Monday 9 March 2015.

Applicants will be informed if they have been invited to interview by Tuesday 17 March 2015.

Due to the large numbers of applications we receive we are not able to respond to all individual applications. If you have not heard from us by 17 March 2015 your application on this occasion has been unsuccessful.

Devereux Chambers is an equal opportunities employer.