



June 2024

JOB ADVERTISEMENT

# Receptionist

**TERM:**  
Permanent

**JOB TITLE:**  
Receptionist

**WORKING HOURS:**  
Full-time  
(part-time considered)

**TEAM:**  
Operations

**LOCATION:**  
Preston

**Harrison-Drury is a market leading Firm of solicitors with offices across the North West servicing both business and private clients. We have been successful for a fourth time placing in the Top 100 Best Mid-Size Companies to work for in the UK.**

We are an employer of choice because we have a culture that challenges the conventional law firm approach and focusses our energy on getting great results for our clients, while attracting and developing brilliant people.

We are seeking an experienced receptionist to work alongside our current team at our prestigious Winckley Square offices. We do require a presence in the office Monday-Friday, however we can be flexible regarding start and finish times for anyone looking for part time hours.

The overall purpose of this role is to provide appropriate reception support to the whole firm by providing a warm welcome on behalf of Harrison Drury to those either visiting the offices or calling the Company, ensuring visitors or callers are dealt with speedily and professionally. The role also involves providing an efficient administrative support function, as required, for other teams.

## Typical duties will be:

### Reception:

- Meeting visitors to our offices, ensuring the appropriate colleague is contacted on behalf of the visitor
- Answering incoming calls from clients or other contacts, and forwarding the call to the relevant colleague or taking messages for onward transmission as appropriate

### Administration:

- Managing incoming post and deliveries for all departments, forwarding and distributing post as required
- Making meeting arrangements, booking rooms, providing refreshments and managing the car parking facility for those visiting our premises
- Processing and recording of Client ID
- Processing and recording card and cheque payments, and managing petty cash as necessary
- Management of reception and stationery supplies and stock levels, ordering as appropriate
- Recording, filing and retrieval of deeds and archive documents, including from off-site storage

### Facilities:

- Checking that all public areas, including bathrooms and meeting rooms are clean and tidy with supplies replenished where required.
- Identifying basic maintenance tasks in our reception and -client areas; reporting these to the facilities team to make necessary arrangements

### Skills and experience:

- Reception experience within a professional services environment
- Accuracy and attention to detail
- Clear and confident communicator
- Professionalism and client focus
- Approachable and flexible
- Excellent IT skills, confident in using Microsoft Outlook, Word, Excel.
- Excellent communication skills, with the ability to develop excellent working relationships with clients and colleagues
- Excellent planning and organisational skills
- Ability to work as part of a small team
- Great accuracy and attention to detail

### Desirable experience:

- Experience of working in a busy office reception
- Experience of using a switchboard/desktop phone software
- Experience of work in the legal sector