

Facilities Assistant

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Company: Lawson Clark Recruitment

Location: London Area

Category: other-general

ENTRY LEVEL FACILITIES ASST FOR CAREER START IN LONDON LAW FIRM.

£25,000 This is a rare opportunity for a school / college leaver with good GCSEs, plus an outgoing personality, and the desire to build a career in a professional organisation where people have fun and really enjoy their work. As junior facilities / general office assistant within this highly successful and equally informal law firm, the person who takes this job can look forward to a nice varied role, and the chance to build a good set of office skills, whilst working closely with the office manager and a really friendly little office services team. Chance to get involved in such things as orders and delivery of supplies, preparations for meetings, checking office equipment and stationery levels, helping with office moves, scanning, photocopying, filing and running errands and deliveries. Some lifting and carrying.

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