

Facilities Assistant

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Company: THE CHARALLE GROUP

Location: Richmond

Category: other-general

Facilities AssistantFacilities AssistantType: commercial Firm: Law firm Salary: £18 - 24,000
Location: Richmond, SurreyTop 200 Law Firm are looking for a Facilities Assistant to join
Their Richmond office on a 12-month FTC! As the Facilities Assistant you will provide
administrative support to the Facilities and Business Operations Manager, support office
functions including: Front of House, Post Room, DX, Fire Health and Safety, database
management, daily office operations, coordination of budgeting, archiving, maintaining office
records, and providing general support and maintenance. Core Duties will include the
following:Providing an effective administrative and facilities management service • Providing front
of house reception service including, greeting visitors and operating busy switchboard•
Managing meeting room bookings, ensuring IT equipment and refreshments are provided as
per requirement• Post processing, allocation and distribution including DX• Handling of legal
documents – including Photocopying, Filing and Scanning, collating court bundles. • Data
entry, database management, assisting in archiving. • Ordering office supplies, couriers and
taxis. • Manual handling and small repairs. • Handling cheques, petty cash and reconciliations. •
ArchivingIdeal candidates must have the following:Experience as an office junior, customer
service or administrative would be an advantage• Must have a strong knowledge of Microsoft
Office applications• Excellent time management skills and ability to multi-task and prioritise
work• Strong attention to detail and problem-solving skills. • Excellent written and verbal
communication skills. • At least 5 GCSEs' grade A to C or equivalent. What we look for• You
must be enthusiastic, and highly pro-active. • Professional and well presented • Flexible with
the ability to manage your time and workload. • Dependable and reliable. • Willing to learn and

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