

Legal Receptionist

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Company: G2 Legal

Location: Manchester Area

Category: legal

A Legal Front of House Receptionist is required to join a commercial top tier law firm in its Manchester City Centre office. You must have previous receptionist experience from either a legal or professional services background. Full Time/Permanent – Working hours 08:00 – 16:00 - flexibility required for events/shift cover

Duties include : Working as front of house receptionist providing a professional and friendly welcome to the firm's clients, partners and employees at all times

Maintain the Reception area

Meet and greet clients and visitors

Answer all incoming telephone calls and re-direct to the appropriate person

Responsible for setting up telephone, conference calls and AV facilities

Assist with preparing for and running marketing events in the office

The firm offers an excellent benefits package including:

- 25 days holidays plus the buy/sell scheme
- Cycle to work scheme
- Eye tests
- Enhanced maternity, paternity, adoption leave
- Dental insurance
- Employee assistance programme
- Cash plan
- Life assurance
- Pension scheme
- Private medical
- Season ticket loan

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