

Receptionist / Legal secretary

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Company: Energis Recruitment Ltd

Location: Armagh

Category: other-general

Job Description

Receptionist/ Typist, Lurgan. Prestigious, expanding law firm with offices in Co Armagh and Belfast City Centre wishe to recruit an ambitious, enthusiastic receptionist for their busy head office in Lurgan.

Main duties and responsibilities are:

Answering busy switchboard Politely and efficiently.

Delivering documents to Court

Making and answering phone calls and taking / passing on full and accurate messages for each department.

Meeting and Greeting clients

Working co-operatively for Solicitors

Helping with IT/ documents

Helping with Dictation as and when required

The successful candidate should have the following:

Criteria:

At least 1 years reception experience

Dictation experience would be ideal

Excellent interpersonal and presentation skills.

It literate including word and excel

Audio Typing experience advantageous

This is an excellent opportunity to join a busy office where career advancement is

encouraged.

For more details please contact Orla Milligan at Energis Recruitment on the number above or email your cv to

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