

Receptionist

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Company: RedLaw Recruitment

Location: London Area

Category: other-general

Receptionist Corporate London city-based Law Firm Salary: £35,000 An opportunity awaits for a Receptionist to join a prestigious law firm in London. About the Role: Work within a small office environment with a friendly, close-knit culture and a reception team of three. Take on a diverse role covering switchboard/reception and administrative duties. Handle incoming calls, warmly greet clients, manage room bookings, and ensure waiting areas are tidy. Support the team by assisting with kitchen tasks, maintaining records, and managing various administrative responsibilities. This full-time position may require occasional flexibility to cover absences or special events.

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