

Job Details – Williamsons Craig LLP

Position: Legal Receptionist

Location: Hexham

Salary: Depending on experience

Type: Full time position

Job Description

An opportunity has arisen to join our busy practice in Northumberland to assist the Partners in the day to day operation and running of the Firm.

Williamsons Craig LLP is a well established small high street solicitors Firm operating in central Hexham. We advise and assist a wide range of local clients at various stages in their professional and personal lives.

The role:

The position will be client facing and very often will require a successful applicant being the first point of contact for any clients (either in person or by telephone / e-mail). This will include:

- Taking effective and concise messages (either by telephone or in person);
- Diary management;
- Managing outgoing post;
- File retrieval, archiving and destruction;
- Sending and receiving e-mails;
- File opening (including the preparation of client care letters and terms of business).
- Use of Microsoft Office, Word and Excel

The ability to undertake secretarial duties (including the preparation of Land Registry and LPA forms) would be considered an advantage but is not essential.

Full support and training will be provided.

How to Apply

If you would like to apply for this role please forward your CV and covering letter to 40 Priestpopple Hexham NE46 1PQ or katherine@williamsonscraig.co.uk

If e-mailing your application please include all information in the body of your email as we will not open any attachments.