

CURRENT VACANCIES

Administration Assistant/ Receptionist Apprentice

BHP Law are looking for enthusiastic individuals to join their company as an Administration Assistant/Receptionist. The successful candidates will be based at Darlington to support their Court of Protection team. There are 2 positions available one will involve reception work.

THE ROLE:

- > File opening
- > Photocopying
- > Audio typing
- > Scanning documents
- > Maintenance of files
- > Liaising with clients and other professionals
- > Diary management
- > General administration
- > Dealing proactively, effectively and pleasantly with clients
- > Communicate in a clear, concise and pleasant manner
- > Offering refreshments to visitors
- > Preparing rooms for meetings
- > Assist with daily post duties of the office

REQUIREMENTS:

- > Strong IT and admin skills
- > Ability to work to tight deadlines and communicate effectively
- > Good organisation skills
- > Ability to work as part of a small team, and also complete tasks independently
- > Hardworking, diligent and self motivated
- > Adaptable and flexible to meet the needs of the business
- > Reliable, friendly and approachable
- > Excellent attention to detail and accuracy

REWARDS:

- > Competitive salary based on experience
- > Flexible, friendly working environment
- > Pension scheme
- > Private healthcare
- > Death in service
- > Referral bonus schemes
- > Career development and learning opportunities
- > Competitive annual leave package with an extra day for your birthday
- > Office closure during the Christmas break
- > Occasional staff rewards/gifts
- > Staff social events
- > Opportunity to join and be involved in the BHP Law wellbeing groups

APPLICATION

Please apply via the following link: <https://www.findapprenticeship.service.gov.uk/apprenticeship/-676909>

This firm welcomes applications from all sections of the community irrespective of age, marital status, race, religion, ethnic origin, nationality, sex, sexual orientation or disability.