

Solicitors firm with a unique focus on international clients is looking for a **Junior Office Assistant** to join their friendly and multilingual team. The Junior Office Assistant role will be to assist in the day to day running of the office, and work closely to a team of 5 solicitors. Our client is looking for a candidate who will be interested in learning about administrative processes as the role will evolve. The role is based in the City of London.

IMMEDIATE START

ROLE:

- Opening the post and preparing the post for despatch; files opening and archiving;
- Photocopying and scanning tasks
- Filing documents;
Going to the bank, post office, DX and Court errands;
- Arranging couriers and taxis, and assisting with ad-hoc office admin tasks;
- Greeting clients and preparing coffee and teas.

PROFILE:

- A previous experience as an office assistant or previous experience of administrative tasks will be an asset
- Good IT skills including Word, Excel, Powerpoint and Outlook
- Strong communication and organisational skills with ability to multitask
- Another language will be a plus

SALARY:

£20 000/pa