

Junior Office Clerk



Main purpose of role	<p>We are looking for an enthusiastic and outgoing Junior Office Clerk to support the Office / Facilities Manager with the running of a busy law firm in the heart of the West End. The role would suit someone looking for their second role, who is interested in facilities.</p> <p>Duties will be varied and will include all those listed below, as well as other ad hoc tasks. Experience of working in a busy facilities department is not necessary, but a 'can do' attitude and the ability to hit the ground running would be beneficial, as well being a good team player.</p>
Hours	9.00am to 5.30pm for 3 months then 9.30am – 6.00pm Monday to Friday, with flexibility required outside those times to meet client demands.
Job Types	Full-time, Permanent
The opportunity	<p>Joelson is a thriving commercial law firm based in the West End of London, with 70+ partners and staff providing award winning advice to its UK and international client base. The firm is recognised in Chambers & Partners 2019 and within the Legal 500 2019 for several practice areas.</p> <p>Facilities:</p> <ul style="list-style-type: none">Setting up meeting rooms, (tea, coffee etc.)Replenishing all kitchens in the building;Stationery stock and orders;Sundries stock and orders;Archiving document files to be sent off site and updating database on Excel, recalling files from offsite storage;Maintaining and updating Deeds spreadsheet;Seminar setup;Helping with office moves, (PCs and furniture);Sorting post (incoming and outgoing) Royal Mail and internal post runs/faxes;Photocopying, binding and scanning;Any ad hoc requests from Office Manager <p>IT: Replenishing printer and copier toners Set up Skype calls for fee-earners Edit documents in pdf or word (merge/extract/convert)</p> <p>Please note that this job profile is not an exhaustive list of duties but merely an outline of the key components of the role. You may be required to take on additional responsibilities when requested.</p>
Ideal Candidate	<p>Our ideal candidate will be/have:</p> <ul style="list-style-type: none">- Some experience of working within a legal or professional services environment but is not essential for the right candidate- Excellent oral and written communication skills with the ability to communicate at all levels and build strong relationships internally

	<ul style="list-style-type: none"> - Adaptable and flexible approach - Excellent team player
What we offer in return	In return we offer a competitive salary with benefits, a positive and inviting work environment and the fantastic opportunity to develop a rewarding and successful career with an award-winning law firm.
How to apply	<p>Applicants should send a full CV and covering letter to jobs@joelsonlaw.com. Covering letters should clearly set out / summarise individual's relevant skills and experience.</p> <p>Joelson welcomes applications from all sections of the community. We recognise and actively promote the benefits of a diverse workforce and are committed to treating all employees with dignity and respect regardless of race, gender, disability, age, sexual orientation, religion or belief.</p> <p>Candidates must have the ongoing legal right to work in the UK. Please provide details of your eligibility to work in the UK in your application. If you do not possess this right, we will not be able to proceed with the application.</p>