

Administrative Assistant

Location: Swansea

Start date: ASAP

Redkite Solicitors prides itself on being able to offer a broad range of legal services that are able to meet the diverse needs of its clients. Our firm has been providing legal advice to individuals, families and businesses in our communities since 1898 and we are here for our clients every step of the way. We are a forward-looking, ever-expanding firm and are proud to be an employer of choice for around 160 staff members.

Based from the Swansea office, a new opportunity has arisen for an Administrative Assistant to join the office on a part-time, permanent basis. The role will work closely with all office staff to provide an effective administration service, alongside being responsible for front of house duties. The working pattern affiliated with the role will comprise of 20 working hours per week, Monday to Thursday, 10:00am to 2:00pm and Friday, 1:00pm to 5:00pm.

Key duties:

- To provide secretarial and general office support;
- To be the first point of contact for all clients and members of the public, either face to face or via telephone;
- To deal with ongoing enquiries from clients in-person or via telephone;
- To assist with file-opening & other administrative tasks as required by colleagues within the office;

Person Specification:

- Strong IT skills, with ability to use data management systems and the full Microsoft Office Suite;
- High attention to detail, with good communication skills and client care;
- Able to work to deadlines & prioritise workload accordingly;
- Team-player with a willingness to learn from (and provide support to) others;
- Willingness to travel

If you're interested in this role please send your CV and covering letter to careers@redkitelaw.co.uk