

OFFICE JUNIOR REQUIRED

Due to promotion within the firm we are currently seeking an Office Junior to join our Support Team. This is a post which is the first step on the ladder to an exciting career within the legal profession.

Duties will include:

Managing the post, filing, photocopying, faxing, answering the telephone, diary management, hand deliveries (Central Belfast), supplies control and general office tidiness.

Qualifications:

GCSE or NVQ qualifications including Maths and English.
Audio typing would be an advantage but not essential.

Skills and interests:

- Organised
- Friendly and helpful
- Flexible and able to prioritise a changing to do list
- Detail oriented and accurate
- Trustworthy and reliable
- Self-motivated
- Articulate and a good communicator
- Good with English (verbally and written)
- Proficient in using a computer (especially Word, Excel and MS Office)
- Able to work in a team

Training:

Most training will be on the job. Training will be given in bespoke legal software.

Hours of Work:

9.00am to 5.00pm – Monday to Friday with an hour for lunch.

Salary:

Commencing with National Minimum Wage to be reviewed in September.

Application:

Email CV and contact details to Valerie.fulton@prhannasolicitors.com. **No phone calls please.**