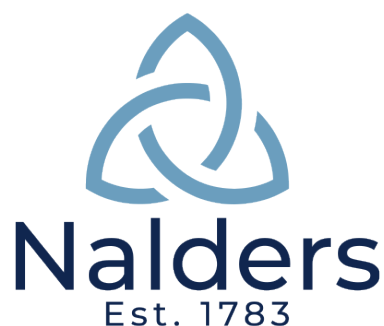




Receptionist/Secretary

- Truro
 - Permanent
 - Monday-Friday: 9-5 (35 hours per week)
 - Immediate Start
-

This is a fantastic opportunity for a hardworking office services professional to join a thriving firm. We are looking for an organised and proactive professional to oversee the smooth operation of our Reception. In this role, you will act as the main point of coordination for the reception team, ensuring a welcoming experience for all visitors. You will monitor daily workflows, maintain high service standards, assist with training and mentoring team members, and handle more complex enquiries when required.

Duties

- The effective processing of all incoming telephone calls including the logging of calls and the conveying of messages.
- Dealing with all visitors to the reception area.
- Taking telephone calls and messages for fee earners and colleagues.
- To prepare correspondence and documents through audio-typing and word processing.
- Faxing mail.
- Accept and process payments from clients, ensuring all payments balance
- Other duties when required e.g. banking, petty cash, archiving etc.
- To ensure the confidentiality of all the Firm's and clients' documentation and information.

About Nalders:

We are one of the largest law firms in Cornwall with seven offices in Truro, St Austell, Camborne, Falmouth, Helston, Newquay, and Penzance. For over two centuries, local people, families, and businesses have trusted Nalders to manage their legal matters in a diligent, timely and cost-effective manner.

Why work with us:

We offer a range of staff benefits:

- Ongoing support and training
- Discount on services (subject to length of services)

- Contributory pension scheme
- Exam and Study Leave
- Support staff bonus scheme
- Eye Care Scheme

Apply now:

If you are interested in being considered for the role, please send your CV and a covering letter to the HR Department at careers@nalders.co.uk.