

## **Apprentice – Administration Assistant Billericay**

### **Job Summary**

We have an exciting opportunity for an Apprentice to join our Billericay office. Your role will be part of the front office team responsible for:

- Reception duties
- Post room
- Incoming calls
- General office support

You will develop skills in administration, customer services and working in a legal environment.

### **About FJG**

Support staff are highly regarded at Fisher Jones Greenwood LLP which is a young and expanding firm. We are not looking for people who are simply great at their job, but individuals who can work on their own initiative, take responsibility for working well with our clients and get things done. Anyone working with us will have the opportunity to learn new skills alongside partners, our legal teams, our management team and all of our support staff. We will fully support and reward you for your talents in an environment that genuinely offers career paths.

### **Skills and Values**

The ideal candidate will share our vision and passion for providing the best possible service to our clients. You will be able to work in a systematic way and have an interest in developing a career in administration or a law environment.

### **How to apply**

Please send your CV to [careers@fjg.co.uk](mailto:careers@fjg.co.uk)