

Receptionist
Holland on Sea
Competitive salary
Permanent

Job Summary

Fisher Jones Greenwood LLP is going through an exciting period of growth. We have a new opportunity to join FJG as a Receptionist in our Holland on Sea office.

Our Receptionists are the first point of contact for our clients. They play an essential role to the firm, ensuring we provide excellent client care. Duties for the role include:

- Meeting and greeting clients
- Answering calls
- Distributing and collecting post
- General administrative duties to support the office

About FJG

At Fisher Jones Greenwood LLP, our expertise is supported by more than just our word. Our professional accreditation's and awards rank us in both the Legal500 and Chambers directories.

For over a decade, FJG has been one of the region's fastest-growing firms of solicitors; and maintains plans for further expansion. Today, Fisher Jones Greenwood LLP has been established for over 35 years' and its lawyers have vast experience and carry substantial reputational goodwill.

Operating across 6 offices based in Essex and in London FJG has over 160 lawyers, paralegals, trainee solicitors and support staff whom service the full legal services market spectrum.

FJG is well recognised for its commitment to delivering innovative and technologically advanced client experiences and is well regarded both locally and nationally. Our modern, forward thinking, approach has seen us stay at the forefront of a fast moving, evolving market and has provided FJG with a rare resilience. We have achieved by listening to and actioning client feedback that we receive, and we are committed to providing the highest level of customer service consistently.

We are proud of our client-focused approach , which incorporates our guaranteed same-day response to enquiries and our services are soon to be better marketed by the introduction of an easily navigable and cutting edge website interfacing experience featuring artificial intelligence technology.



FISHER JONES GREENWOOD
SOLICITORS

FJG is one of the region's very best employers. At FJG we invest in staff and we support our employees through every step of a career journey, by knowing our people and being committed to helping them realise their potential. We provide a culture where people can thrive not only in the workplace but achieve their personal goals by offering a supportive working environment and flexible working options.

Skills and Experience

- Experience of working as a Receptionist
- Attention to detail and able to work in a methodical way
- Excellent planning and prioritising skills
- Strong written and oral communication skills

How to apply

Please send your CV and a covering letter to careers@fjg.co.uk.