



FISHER JONES GREENWOOD
SOLICITORS

Receptionist
Braintree
Monday - Friday
13:30 - 17:30

Receptionist

Job Summary



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

The main duties of the role include:

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

About FJG

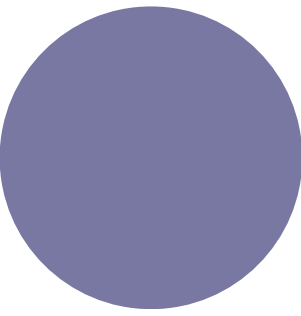
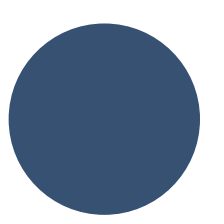


We are a young and growing firm, and we want people who will grow with us! FJG are a family firm at heart, and we hold our values firmly in line with this ideal. Our Health & Wellbeing group are always working hard to ensure that FJG is a comfortable and happy place to work, planning staff events and training Mental Health Champions so that there is always someone you can talk to.

Legal advice with a conscience.



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As part of our dedication to employee wellbeing, we operate a health cash plan, including an Employee Assistance Programme, which provides access to counselling and personal legal and financial guidance.

Further to this, our Equality & Diversity group are committed to modernising our approach to a fair workplace culture and diverse workforce, asking for staff feedback and ensuring that we action whatever we can to improve on the employee experience.

Learn more about FJG on our [website](#).

Skills and Experience



- Ability to work in a professional manner
- Excellent customer service and organisational skills
- Strong written and oral communication skills
- Administrative experience (desired)

How to apply



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

Legal advice with a conscience.