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Administrative Assistant Job Description

Job Description: Administrative Assistant

Location: Redhill, Surrey

Salary : Dependant on Experience

Position Type: Full-Time

Reporting To: Office Manager

About Goodhand and Forsyth Solicitors:

Established nearly forty years ago, Goodhand and Forsyth Solicitors is a leading law firm committed to providing unparalleled legal services to our diverse clientele. With a rich heritage and a reputation for excellence, we pride ourselves on our team of dedicated professionals who work collaboratively to meet the unique needs of each client.

Position Overview:

We are seeking an enthusiastic and dedicated Administrative Assistant to join our growing team. The successful candidate will be an integral part of our support team, providing essential administrative assistance and ensuring the smooth running of the office.

Key Responsibilities:

Administrative Support: Assist with the organization of files, photocopying, scanning, and filing of documents.

Mail Duties: Collect, distribute, and dispatch incoming and outgoing mail.

Reception Cover: Answer phone calls, greet clients, and direct them to the appropriate staff member when required.

Stationery & Supplies: Monitor and restock office supplies as needed, ensuring all areas are adequately equipped.

Data Entry: Accurately input and maintain client data in the firm's database.

Meeting Preparation: Help set up meeting rooms, arrange refreshments, and assist with any logistical preparations for client meetings.

Team Collaboration: Support various departments as needed with clerical tasks, such as data retrieval or documentation preparation.

General Housekeeping: Ensure common areas, such as the kitchen and conference rooms, are tidy.

Ad hoc Duties: Perform other related duties as assigned, to support the efficient operation of the firm.

Required Skills & Qualifications:

GCSE or equivalent

Proficient in basic computer applications, including Microsoft Office Suite.

Strong organizational skills with an ability to multitask.

Excellent verbal and written communication skills.

Demonstrated ability to work collaboratively in a team-oriented environment.

Punctual, reliable, and professional demeanour.

A proactive attitude and eagerness to learn.

Desirable Qualifications (but not essential):

Previous experience in an administrative role or office environment.

Familiarity with legal terminology or the legal industry.

Benefits:

Competitive salary

Comprehensive training program

Opportunities for professional growth and development

To apply for the Administrative Assistant position, please send your resume and a cover letter detailing your relevant experience to s.hardy@gandfsolicitors.co.uk with the subject line "Administrative Assistant Application – [Your Name]". Only shortlisted candidates will be contacted for interviews.

Goodhand and Forsyth Solicitors is an equal opportunity employer and values diversity in its workforce. We encourage applications from all qualified individuals without regard to race, colour, religion, gender, sexual orientation, age, national origin, or disability.

**Please contact Sue Hardy Tel 01737 773 533
Or send CV to s.hardy@gandfsolicitors.co.uk**