

INFORMATION ABOUT THE RECEPTIONIST – ADMINISTRATION ASSISTANT POST

We are a specialist team of legal aid lawyers working for tenants, the homeless, migrants, disabled people, and welfare benefits claimants.

Our lawyers and support staff include native speakers in Spanish and we provide a full bi-lingual service in that language.

We are looking for someone who can demonstrate commitment to our aims, ability and experience, the capacity to multitask, and to learn quickly.

We expect the successful candidate to have good communication, organization and customer care skills.

Spanish and good keyboard skills are essential. Portuguese and good IT skills would be an advantage.

Politeness, enthusiasm, energy, tolerance, social awareness and a commitment to hard work in a team are required. In addition, we shall be looking for:

1. adaptability to change and new working methods;
2. sensitivity to the needs of clients whose first language is other than English.

We would like the successful applicant to start as soon as possible.

The deadline for applications is **1 April 2019**.

We will contact successful applicants for interviews to be held in the week starting **8 April 2019**.