

Secretary/Receptionist

- Camborne
- Conveyancing
- Permanent
- Monday-Friday: 9-5 (35 hours per week)

We have a fantastic opportunity for a Secretary/Receptionist to join our Conveyancing Department at our Camborne Office. We require an individual who is self-motivated and organised, who has outstanding customer service skills and an excellent telephone manner.

The successful candidate will report to two Fee Earners based at the office and will work to ensure they provide an accurate, timely and professional service to all clients. We require applicants who can represent the firm's brand positively at all times as they will be the face and voice of Nalders.

Duties will include answering the telephones, audio transcription, copy typing, filing and general administration duties. The ideal candidate will have good communication and interpersonal skills and demonstrate excellent client care. Previous experience in case management systems and legal services would be desirable but not essential as full training will be provided.

About Nalders:

We are one of the largest law firms in Cornwall with eight offices in Truro, St Austell, Camborne, Falmouth, Helston, Newquay, and Penzance. For over two centuries, local people, families, and businesses have trusted Nalders to manage their legal matters in a diligent, timely and cost-effective manner.

Why work with us:

As a Secretary/Receptionist you will become part of a fantastic team and we offer a range of staff benefits:

- Opportunities to progress through the business
- Ongoing support and training
- Discount on services (subject to length of service)
- Eye Care Scheme
- Contributory pension scheme
- Exam and Study Leave

Apply now:

If you are interested in being considered for the role, please email your CV and a covering letter to Mrs Karen Osborne at klo@nalders.co.uk