

Secretary/Receptionist



- Location: St Austell and Truro
- Department: Property
- Permanent
- Monday-Friday: 9am-5pm (35 hours per week)

We have some fantastic opportunities for entry level positions such as Receptionists/Secretaries to join our support teams at Nalders Solicitors. We require individuals who are self-motivated and organised, who have outstanding customer service skills and an excellent telephone manner.

We have a desire to nurture from within and grow our own for the future! These roles provide a “foot in the door” and an opportunity to gain valuable experience and skill sets which will facilitate future opportunities to progress in the firm.

The successful candidates will report to a Fee Earner or Partner 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 candidates 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.

As a successful business, we are dedicated to nurturing and developing local talent. The size of our organisation and the breadth of our practice means we have scope to allow careers to flourish. We actively encourage career progression and movement within our firm. We also support those who wish to diversify or expand their existing interests. Four of our partners, including Dale Band, our managing partner, worked their way up from trainee solicitor.

Why work with us:

As a Receptionist/Secretary 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 any of these roles, please email your CV and a covering letter, stating your commutability to the HR Department at careers@nalders.co.uk