



PA/ Operations Assistant

- Truro
- Full time
- Permanent

This is a fantastic opportunity for a hardworking office services professional to join a thriving firm. Suitable applicants will have amassed some prior facilities experience, preferably from within a law firm or professional services environment.

The Role

- Provide a wide variety of administrative support to the finance/ facilities partner
- Co-ordinate the facility activities, including in relation to building and office maintenance and to deal with any maintenance issues promptly
- Manage relationships with vendors, service providers and suppliers
- Monitor and order supplies for the office, including stationery and kitchen supplies and maintain adequate stock levels
- Maintain the firm's insurance policies
- Update the firm's operational policies and procedures
- Assist with office events e.g Christmas party, quizzes
- Arrange for regular maintenance of equipment and internal systems (e.g. heating systems, alarms, fire extinguishers)

The Candidate

- Proven PA/ operations experience or a similar role desirable within a law firm or professional services environment
- Excellent written and verbal communication skills
- High level of attention to detail and the ability to prioritise managing various tasks
- Ability to work under pressure
- Be comfortable in dealing with staff at all levels
- Excellent IT Skills including being proficient in Microsoft Excel
- Understanding of safety regulations in offices

About Nalders:

We are one of the largest law firms in Cornwall with seven offices in Truro, St Austell, Camborne, Falmouth, Helston, Newquay, and Penzance.

Also at: Truro • Falmouth • Newquay • Camborne • Helston • St Austell • Penzance

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- Bonus scheme
- Discount on services (subject to length of services)
- Contributory pension scheme
- Opportunities to progress through the business
- Ongoing support and training
- Exam and Study Leave
- Free onsite parking

Apply now:

If you are interested in being considered for the role, please send your CV and covering letter to the HR Department at careers@nalders.co.uk.