

**\*\*NEW JOB\*\*** A legal firm is seeking a Junior PA. Paying up to £24,000 and based in Holborn. If you are interested please send your CV to [emma.colville@questprofessional.co.uk](mailto:emma.colville@questprofessional.co.uk)

Job: Junior PA

Location: Holborn

Salary: Up to £24,000

**Responsibilities:**

- Overseeing meeting room booking schedules and ensuring appropriate room setup and refreshments are in place for meetings.
- Greeting clients and external visitors when they arrive for meetings.
- Re-setting meeting rooms once meetings have finished.
- Being a contact point for the building's reception team in respect of incoming post and couriers, arranging distribution of post and packages internally.
- Facilitating the sending of outgoing post and courier packages.
- Answering incoming telephone calls.
- Providing administrative support to the Office Manager in connection with the day-to-day running of the office (for example, ordering stationery supplies and allocating internal cost codes to invoices).
- In addition, there will be opportunities to assist with various ad hoc projects from time-to-time (for example, client events and staff social functions).
- Developing and maintaining good relationships with partners, associates and all staff members.
- Providing ad hoc administrative support to the fee-earning team as and when required.
- Facilitating the shredding of confidential documents.
- Other duties as assigned.
- Flexibility to work overtime when necessary.

**Skills and abilities:**

- Communicate effectively, both orally and in writing.
- Work efficiently, at times under pressure.
- Excellent organisational skills and attention to detail.
- Prioritise own workload in order to juggle conflicting demands and meet
- deadlines.
- Calendar management, meeting planning and logistical arrangements.
- Technically proficient with Microsoft Office programs.
- Typing speed of 60 words per minute.
- Provide excellent customer service to both internal and external clients.