



Office Assistant (Full-Time)

Location: Bradford

Hours: Full-Time (37 hours per week), Monday to Friday

We are a busy and friendly specialist family law firm looking for an enthusiastic **Office Assistant** to join our team.

This is an excellent opportunity for someone looking to start their career in office administration. This is an entry level position. No previous office experience is necessary as full training will be provided.

The Role

As an Office Assistant, you will play an important part in the smooth running of our office by providing administrative support to our secretarial team and assisting with day-to-day office duties.

Your responsibilities will include:

- Producing and preparing legal documents and correspondence.
- Dealing with client enquiries by telephone and in person.
- Taking client payments securely over the telephone.
- Photocopying, scanning and filing documents.
- Delivering documents to court and other local locations as required.
- Assisting with incoming and outgoing post.
- Providing reception cover during lunch breaks and staff holidays.
- Supporting the secretarial team with general administrative tasks.
- Helping to ensure the office runs efficiently on a day-to-day basis.

About You

We are looking for someone who is:

- Friendly, polite and professional.
- Well organised with excellent attention to detail.
- Reliable, punctual and eager to learn.
- Confident communicating with clients both in person and over the telephone.
- Able to work well as part of a team.
- Comfortable using Microsoft Office and computers.

Essential Requirements

- GCSE Grade 4/C or above (or equivalent) in **English** and **Maths**.
- A positive attitude and willingness to learn.

What We Offer

- Full training and ongoing support.
- A friendly and supportive working environment.

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- The opportunity to develop valuable office and administration skills.
- Career progression opportunities within the firm.