

# JOB DESCRIPTION

Job Element	Detail
<b>Job Title</b>	Receptionist
<b>Reporting To</b>	Office Manager / Chief Executive
<b>Main Purpose of Job</b>	To ensure that Radcliffe Chambers is able to run smoothly by providing a first-rate receptionist service to assist both our barristers and our clients.
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Answer the telephone, screen and transfer calls for approx. 80 members and staff</li> <li>• Take and relay messages</li> <li>• Liaise with clerks and admin/marketing team regarding conference rooms and bookings</li> <li>• Assisting Marketing with LEX database. Ensure our contacts and profile information is up to date.</li> <li>• Meet and greet clients and visitors, signing in and coat check</li> <li>• Look after the waiting room and conference rooms areas</li> <li>• Order and set up lunches and refreshments</li> <li>• Liaising with Marketing for internal and external events. Organising catering and travel arrangements.</li> <li>• Order and replenish conference room stationary and catering stock</li> <li>• Managing cleaning contract; checks, reporting and audits</li> <li>• Order and replenish kitchen and bathroom stock</li> <li>• Library duties: updating catalogue, loose-leafing and reporting to the Library Committee</li> <li>• Pupillage duties: logging applicant details, correspondence, arranging interview dates, booking meeting rooms and updating the diaries of the Pupillage Committee</li> <li>• Replenish stationery stock at 11 New Square</li> <li>• Order and maintain stationery stock at all sites (in Office Manager's absence)</li> <li>• Ensuring the fridges are cleaned and remove all expired products.</li> <li>• Order and maintain water stock (alongside junior clerks)</li> <li>• Arrange for confidential waste collections (in Office Manager and junior clerk's absence)</li> <li>• Assist Office Manager with facilities duties during busy periods</li> <li>• Setting up VC for remote hearings. Creating and sending Teams/Zoom links.</li> <li>• Archiving solicitor files in the vault. Ensuring all case files and notes are updated on the spreadsheet and database.</li> <li>• Keeping the storage rooms tidy.</li> </ul>
<b>Person Specification</b>	
<b>Required Qualities, Knowledge and Skill Set</b>	<ul style="list-style-type: none"> <li>• IT skills, Microsoft Programs, Outlook, Teams, Zoom.</li> <li>• Verbal and written communication skills</li> <li>• Friendly personality with good interpersonal skills</li> <li>• Ability to work as part of a team and independently.</li> </ul>

	<ul style="list-style-type: none"><li>• Ability to use initiative and stay calm in difficult situations</li><li>• Good organisational skills and ability to keep space orderly</li><li>• Ability to multitask</li><li>• Helpful but not essential to have some understanding of a barrister's chambers or legal environment</li><li>• On-site role</li></ul>
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