

**Receptionist**

**Part Time**

**£13,200 for 3 days a week (pro rata £22,000 p.a.)**

We’re looking for a Receptionist to join our busy administration and reception team – someone who can be the friendly, capable, unflappable face of our service. Reporting to our Office Manager, you’ll greet clients, take telephone calls, deal with emails, and receive and dispatch documents.

You’ll be the first point of contact for clients who are often under great stress because of the problems they are facing. So you’ll need to be sympathetic and patient, while firm enough to make sure you have a clear understanding of their needs and can explain the service we offer.

Although it’s not essential, it would be great if you could speak a second language as well as English - particularly of one of the law centre’s client communities.

To apply, please download the recruitment pack from our website – [www.thlc.co.uk/jobs](http://www.thlc.co.uk/jobs) and return the application form to recruitment@thlc.co.uk by **Sunday 12 June 2022**.