

**Senior Administrator**

**Full Time**

**Up to £25,000 p.a.**

We’re looking for a Senior Administrator to join our busy administration and reception team. Reporting to our Office Manager, you’ll pitch in with a wide range of jobs that are essential to keeping the law centre running smoothly, including greeting clients, taking telephone calls, dealing with emails, and receiving and dispatching 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.

You’ll take lead responsibility for making sure our diary systems are all working properly, so that we have an accurate picture of who is doing what, when and where! And you’ll also make sure our IT and business equipment is working properly, liaising with our IT consultants and engineers when something needs to be fixed.

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](mailto:recruitment@thlc.co.uk) by **Sunday 12 June 2022**.