



Job Title: Receptionist

Position: Full Time

Location: Torquay

Experience: Previous experience essential

WBW Solicitors is one of the largest legal practices in the South West, with offices based in Torquay, Paignton, Newton Abbot, Exeter, Bovey Tracey, Launceston, Exmouth, Sidmouth & Honiton. With clearly defined divisions catering for business and private clients, our teams are able to offer the very best legal advice through a full range of legal services, across a wide range of areas and commercial sectors.

Duties:

You will be expected (but not limited) to dealing with incoming calls, greeting all visitors to the office, effectively passing on messages to other staff, work with the reception team in registering staff into the office, signing in visitors, receiving post & parcels, preparing the reception for the day, running errands, collecting internal post from a local third party location and photocopying bundles of documents on request.

The Role:

WBW Solicitors has an exciting opportunity for a well organised ambitious individual to join our busy Reception team in the Torquay office. Your responsibilities will be to provide all our clients with a high quality and first-class experience; whether via telephone, email or in person. You will be the first point of contact for our clients, therefore we require someone who is friendly, efficient and who understands the importance of customer service.

The Candidate:

The successful candidate will need to be computer literate and experience in front of house, client facing customer service. You will need to have the ability to prioritise in a busy environment and be willing to help support the whole office and all of the team. You will need to develop your knowledge of the business in terms of the various areas of law and how WBW operates. Successful candidates we need to be personable, presentable and enjoy being busy.

Contact Details:

For further information regarding this role, or to apply, please send your CV and a covering letter to recruitment@wbw.co.uk.