



## Facilities Assistant

### *Facilities Team*

### *6 Months Fixed-Term Contract*

#### **Job Purpose:**

To provide a comprehensive general administrative support service to the fee earners, secretaries and other support staff within the Firm in line with the department's objectives.

#### **Main Duties and Responsibilities:**

*This is not an exhaustive list and from time to time, it may be necessary to vary these to meet the department and business needs.*

- Delivering and sending internal and external post to the employees within the firm;
- Replenishing stock (stationery, water bottles, paper, envelopes, etc.) in all relevant areas;
- Helping with office moves and relocations;
- Working closely with the Deeds, Records and Reception teams;
- Setting up workstations for new joiners;
- Franking post and DX;
- Answering telephone calls to the department;
- Drafting and responding to email correspondence;
- Moving boxes and files from department to department;
- Assisting with the reprographics service when necessary;
- Providing back-up support for post scanning when required;
- Other tasks that arise which relate to a typical Facilities department.

#### **Person Specification**

	<b>Essential</b>	<b>DESIRABLE</b>
<b>Academic achievements</b>	5 GCSEs or equivalent at grade C or above, including Maths and English	
<b>Experience within the legal profession</b>		6-months experience within a similar role
<b>IT skills</b>	Microsoft Outlook	Microsoft Word and Excel

<b>Additional skills</b>	Ability to liaise with internal clients, suppliers and contractors  Good telephone manner  Comfortable in drafting and responding to email correspondence	
<b>Personal qualities</b>	A high attention to details to process and file documentation to a consistently high standard  Excellent communication skills: written, verbal and face-to-face  Ability to prioritise workload to increase efficiency for the team  Reliable, enthusiastic, trustworthy and proactive team player with a 'can do' attitude	

If you would like further details or wish to apply for this position please email your CV and covering letter direct to [support.recruit@devonshires.co.uk](mailto:support.recruit@devonshires.co.uk) and also complete the diversity monitoring questionnaire which can be accessed by [clicking here](#).

**All recruiters must submit their candidates' CV via our HR team or using the recruitment inbox listed above. Only HR can agree terms of business with third parties, provide the appropriate privacy notice to be shared with candidates and ensure that the firm maintains its commitments to LEXCEL, ISO27001 and Equality Diversity & Inclusion.**

*Devonshires Solicitors is committed to providing equal opportunities in employment and to providing a workplace free from discrimination and harassment. As such all job applicants, employees, partners and third parties who come into contact with us, will receive equal treatment, regardless of age, disability, gender identity, marriage and civil partnership, trade union activities, pregnancy and maternity, race, religion or belief, sex or sexual orientation. We welcome applications from groups where we are currently under-represented. For this reason we ask that all candidates complete the [recruitment monitoring survey](#) in complete confidence for statistical purposes in order that we can effectively monitor how well our Diversity procedures are working. To review our policies on Diversity & Inclusion and Dignity at Work please visit our recruitment pages at [www.devonshires.com](http://www.devonshires.com)*