

Key information	
Job title	Workplace Services Assistant
Department:	Workplace Services
Reports to:	Workplace Services Team Leader
Hours:	Shift work between the hours of 7am-6pm. Working hours: 7am-3pm / 9.30am-5.30pm or 10am-6pm

Why Forsters?

We are renowned for our private wealth and real estate focus, together with our strong corporate and commercial and dispute resolution teams. We work alongside individuals, families and businesses across a wide range of complex matters and situations.

What makes us different is how we build closer connections with our clients to deliver exceptional results. We do it through creating genuine relationships, a sharp focus on what matters to them and the flexibility to adapt our advice to their situation.

When you come through our door, you'll notice how genuinely open, friendly and authentic people are. We work well together because we have fun together. We take your happiness and wellbeing seriously. Here, you are free to express yourself and be the best you can be.

Delivering exceptional results takes on a different meaning at Forsters. For us, it's about being more closely connected to clients, each other and our communities. It's what drives us, them and you forward.

Forsters: Closer connections. Exceptional results.



What sort of work?

- Assist to work within the Workplace Services team in providing an effective printing, copying, scanning, USB creation and binding/finishing services to the firm.
 - Assist with sorting/delivering both internal/external mail and parcel deliveries.
 - Deal with outgoing franked and special delivery post.
 - Sending and tracking international/ local couriers.
 - Maintain and develop customer relationships through excellent communication.
 - Flexible approach to working hours (providing cover when needed).
-

Why this team?

We are leaders in our field and you will be part of a team with an outstanding reputation, working with high quality clients on high quality matters delivering exceptional outcomes. We will encourage you to be entrepreneurial, explore ideas and make your mark. We will provide you with the support you need to grow professionally and personally to reach your full potential.

What is the environment?

You'll be in an environment of happiness, collaboration and flexibility. We take our work seriously and being happy and having fun is an integral part of that. We work both in and out of the office in Marylebone depending on what's best for our clients, our team, our business and our professional growth.

Are we right for you?

We are looking for you to bring your energy and enthusiasm to work every day and to collaborate and work with colleagues as one team, to listen and consider each other. We ask you to take responsibility for your growth and development, share your ideas and let us know what you want to achieve. We are looking for you to get involved in our responsible business activities, pro bono, community and sustainability initiatives.

Skills:

- Ability to work both as part of a team and unsupervised to meet the needs of the department.
- Good communication and interpersonal skills, proactive and motivated.
- Previous administrative experience within a law firm or professional setting is desirable.

- Good attention to detail and can work well under pressure in a busy office environment.
- Have a flexible approach to tasks and deadlines.
- Must have a good level of IT skills including Adobe and Microsoft office packages.
- Ability to work effectively under pressure and flexibly when required.
- Excellent attention to detail essential.
- Effective communication skills
- Organised manner with ability to prioritise workload.
- An understanding of MFD and printers to a basic level.
- Motivated and pro-active with a can-do approach

Equal Opportunities

Forsters LLP is an equal opportunities employer and is committed to ensuring an inclusive and accessible hiring experience for everyone.

We strive to attract and encourage applications from all candidates regardless of their gender, age, race, nationality, marital status, disability, sex, sexual orientation or religious beliefs.

If you require any support or adjustments in the application or hiring process, please let us know.

www.forsters.co.uk

