

# Gordon Franks Training

<https://gordonfrankstraining.co.uk/apprenticeship-vacancies/ba00140/>

## Receptionist/Office Assistant

### Description

We are currently recruiting for an apprentice to join the team at Moseley Chapman and Skemp Solicitors based in Yardley. This is an excellent career opportunity for somebody looking to work in a legal environment. Develop key skills and gain valuable experience in a very professional office.

### Responsibilities

Duties for this role will include:

- Reception
- Meeting and greeting clients
- Answering telephone calls
- Dealing with enquiries
- Filing
- Producing documents
- Any additional administration duties

### Requirements

Desired Skills:

- Good written and verbal skills
- Excellent telephone manner
- Good customer service skills
- ICT literate

Personal Qualities:

- Motivated to succeed
- Desire to work and learn
- Professional manner
- Confident to try new things

Desired Qualifications:

- Age 16-18: maths and English at GCSE (or Functional Skills). Grades will be discussed during interview
- Age 19+: maths and English GCSE A\* to C (or Functional Skills Level 2). Must provide certificates or exam results

### Things To Consider

Please do not contact this employer; you must be eligible for the qualification first with the training provider Gordon Franks Training, who will conduct the first interview (apply online or see the 'contact details' section). Once successful, your details will then be forwarded to the employer, for you to be considered for this vacancy. Please research the employer and Gordon Franks Training.

### Contacts

Call: 01213333001 or E-Mail: [Shakera.Rahman@gordonfrankstraining.co.uk](mailto:Shakera.Rahman@gordonfrankstraining.co.uk)

### Qualification

Business Administration Level 2 or 3

### Duration of Qualification

15 Months

### Industry

Legal

### Job Location

Yardley, Birmingham

### Working Hours

35 Hours Per Week

### Base Salary

£ 3.90 p/h

### Date posted

July 19, 2019

### Reference Code

BA00140