

Job Advertisement

Position: Office Administrator

Location: Central London, UK

Type: Permanent, Full-Time.

Salary: Competitive, based on experience

About Us:

Reynolds Colman Bradley LLP is a niche law firm based in the heart of the City of London. We specialise in insurance/professional indemnity, construction and commercial civil litigation. We are looking for a highly organised, proactive individual with excellent communication skills to become our Office Administrator.

Responsibilities:

The successful candidate will be required to undertake a wide range of administrative tasks with a view to further developing our firm's people, clients, business profile, services and administration. The candidate will learn practical office skills to prime them for the workplace, including basic finance and administration skills through to complex management tasks.

Preferred candidates will perform their duties whilst supporting the positive, diverse and sociable working culture that Reynolds Colman Bradley cultivates through its open-plan office and strong diversity and inclusivity policies.

Preferred Experience and Skills

- Previous experience in office management/administration
- Excellent organisational and multitasking abilities.
- Strong verbal and written communication skills.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook).
- High attention to detail and an ability to exercise discretion.
- Ability to work independently and as part of a team.
- A proactive and positive attitude with a willingness to take on new challenges.
- Familiarity with legal software (e.g., case management systems) is a plus.
- Development of the firm's marketing database, LinkedIn and brochure materials.
- Some flexible working considered but regular attendance essential.

If you are interested, please contact Lawrence Lee (Lawrence.Lee@rcblp.com) and Steven Reynolds (Steven.Reynolds@rcblp.com) with your CV and Covering Letter.