

POST:	Business Administrator
APPRENTICESHIP:	Traineeship (8 weeks)
START DATE:	01 March 2022
LOCATION:	Bishopsgate, London
WORKING HOURS:	Mon-Friday 10am-4pm (Hybrid working)
SALARY:	N/A

The Company

Boutique paralegal firm based in the heart of London. Established in 2017, the firm was set-up in response to a large demand for affordable legal services by small business owners. The company was founded by legal professionals with vast amount of legal experience in contractual, commercial and employment matters. The company has since expanded its services and opened its doors to entrepreneurs, medium-sized businesses and private individuals.

The Role

We are looking for someone with passion and drive to make a real difference in our organisation.

Your daily duties include:

- Answering telephone and email enquiries
- Sorting mail and email correspondence
- Greeting clients
- Managing the diary and booking consultations
- Managing social media groups
- Social media content
- Potentially writing short articles on given subjects

Desired Skills

- Knowledge of Microsoft Office
- Computer Skills
- Communication and interpersonal skills
- Passion about making a real difference in our organisation
- Desire to learn and succeed in their job and in life

Qualifications

- Maths GCSE A*C / 9-4, or Functional Skills Level 2 (standard)
- English GCSE A*C / 9-4, or Functional Skills Level 2 (standard)

Future Prospects

Potential entry level part-time position depending on productivity/progress shown