



## **Head Receptionist £30-40K**

11KBW is a leading set of barristers' chambers renowned for the quality of their barristers and specialist advice and advocacy in Commercial, Employment, Media and Public Law.

Chambers is currently seeking a Head Receptionist.

**All applicants are encouraged to complete an Equality, Diversity & Inclusion questionnaire – [please click here](#)**

### **Overview**

Chambers seeks an experienced receptionist to be responsible for the smooth running of reception, and the provision of a first class, welcoming, professional receptionist service to clients and potential clients of Chambers and each member of Chambers, and to support the wider staff team.

### **Key relationships**

Line Manager to Chambers' other Receptionist.

Responsible to the Director of Finance & Administration.

### **Key responsibilities**

#### Reception management

- Supervising Chambers' receptionists to ensure a first class professional service
- Ensuring reception has cover during periods of annual leave or sick absence
- Line manager to Chambers' other receptionist with overall responsibility for the running of Reception

#### Reception area

- Welcoming all visitors to Chambers
- Maintaining a tidy and orderly reception area which is always ready for use
- Receiving and signing for deliveries

#### Switchboard

- Answering in-coming calls and taking messages expeditiously and politely
- Maintaining telephone lists for all members of chambers and staff

#### Conferences and Seminars in Chambers

- Booking, setting up and clearing conference rooms
- Ordering catering where required
- Testing AV in each conference room and ensuring the smooth running of AV meetings

### General Duties

- Organising all business travel
- Booking couriers, taxis and restaurants
- Maintaining appropriate crockery and catering supplies
- Liaising with Chambers' cleaning company
- Reporting and following up on premises issues
- Assisting with general tasks, responsibilities and administration as and when required

### Person Specification

- Essential Skills: sound IT proficiency, Word Excel and Outlook, understanding of excellent customer service, experience in dealing with a high volume of calls and emails, ability to work on own initiative and as part of a small team, experience of working in a busy environment and ability to prioritise competing demands, excellent written and oral communication.

### Other

- Benefits (following successful completion of probationary period): private healthcare; life assurance; interest free season ticket loan; workplace pension scheme.
- Hours: Normal working hours are 8.30am – 5.30pm and 9am – 6pm (on rotation) Monday to Friday, with flexibility according to the needs of Chambers and Chambers' events.
- Holiday: 20 days per year, plus bank holidays.
- Location: 11 King's Bench Walk, Temple, London.
- Probationary period 6 months.

For all enquiries please contact:

**ABC Chambers Solutions LLP - 0203 890 8190** The Cursitor Building, 38 Chancery Lane, London,  
WC2A 1EN

To apply for this role please e-mail a comprehensive CV and cover letter to:  
[recruitment@abcllp.com](mailto:recruitment@abcllp.com) or contact one of the [team](#) for a confidential discussion:

Elliott Rogers- [elliott@abcllp.com](mailto:elliott@abcllp.com) - 0203 890 8198 - 07402 424414  
Ellen Doughty – [ellen@abcllp.com](mailto:ellen@abcllp.com) – 0203 890 8198 - 07932597784

All third-party applications will be forwarded to ABC Chambers Solutions.