

## Experienced Receptionist / Front of House

### The role

The purpose of the role is to effectively welcome all visitors to the firm in a professional, courteous and helpful manner whilst projecting the brand and values of the firm at all times. You will also provide administrative support to other teams when needed.

It is essential that the successful candidate will:

- have experience of working in a professional services firm, hotel or concierge environment
- maintain a smart and professional appearance at all times
- have a good knowledge of operating switchboards
- be able to work flexibly and to respond to a changing environment
- have high standards of interpersonal and communication skills, both verbal and written
- have excellent organisation skills and the ability to prioritise workload
- be able to perform effectively in a team environment

So what else are we looking for? Muckle is full of bright, enthusiastic, colourful and confident people. We'd like to welcome someone who is proactive and a self-starter with a strong receptionist background. But above all we want to find a strong team player, who can work independently and as part of a team.

### Our Team

Muckle LLP is the leading North East law firm for business. With nearly 150 people we are the biggest commercial law firm that is based solely in, and focused on, the North East.

We have developed a specialist practice that provides business people with first-class expert advice. We are dedicated to providing our clients with the best advice and service that we possibly can. We combine City-quality advice with the friendly, collegiate feel of the North East. We know that each client is different and each of our specialist teams consistently offers enthusiasm and expertise tailored for specific needs and situations. The right advice is only right for that client; there is no one-size-fits-all solution.

Legal 500 UK comment: "Muckle LLP is 'excellent across the board', forming 'an integral part of its clients' businesses". They awarded us Corporate and Commercial (Regional) Firm of the Year 2017 after completing more transactions than any of the other law firm in the North East, and we continue to top the North East Experian Corp Fin Tables, ranking 20<sup>th</sup> in the UK for deal volume. We're noted for being able to handle lots of UK-wide transactions from our single site in Newcastle, winning work ahead of firms that have a network of offices nationwide. We also won the North East Business Awards Heart of the Community Award (Tyneside and Northumberland) 2017, for the fourth time. We impressed the panel with the amount of CSR work undertaken and the dedication demonstrated by the firm to our clients, employees and the community (including over 2,500 hours volunteering to numerous projects).

At Muckle LLP, we want everyone to understand how our business is run and we encourage all of our people to get involved. We are proud of the communities in which we live and work and giving something back (time, experience, support and money) matters to us hugely. This is, therefore, an excellent opportunity for someone looking to work in a friendly, open environment who wants to expand and develop their career in a forward thinking, commercial law firm.

If you are interested in applying for the above role, please email your CV together with an introductory letter outlining your salary to [recruitment@muckle-llp.com](mailto:recruitment@muckle-llp.com).