



RECEPTIONIST

Blackburn

Are you a professional, personable, and organised individual with a passion for delivering exceptional client service? We are a leading law firm seeking a Receptionist to be the welcoming face of our dynamic office.



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JOB DESCRIPTION

At WHN Solicitors, we believe that our people are the core of our success. We pride ourselves on providing exceptional legal services with a human touch. Over recent years we have developed this culture and grown with 110 colleagues across nine locations. We have been nationally recognised as leaders of our field in Legal 500 and Chambers & Partners.

Key Responsibilities

- Client-facing role: Greet clients and visitors warmly, ensuring they feel comfortable and well-assisted.
- Telephone management: Answer and direct incoming calls efficiently, taking accurate messages when necessary.
- Diary management: Coordinate meeting room bookings and assist in the scheduling of appointments.
- Administrative support: Provide ad-hoc support to the legal and administrative teams, including handling mail, courier services, and maintaining office supplies.
- Professional environment: Uphold the firm's high standards of confidentiality and professionalism at all times.



LANCASHIRE BUSINESS VIEW
RED ROSE
AWARDS 2022
WINNER



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Requirements

- Previous experience in a receptionist or front-of-house role, ideally in a professional services environment.
- Excellent communication skills, both verbal and written.
- Strong organisational skills and the ability to multi-task effectively.
- A high level of attention to detail and the ability to work under pressure.
- Proficiency in Microsoft Office (Word, Excel, Outlook) and experience using office switchboards.
- A professional and friendly demeanour, with a strong commitment to client care.

What We Offer

- Competitive salary
- Comprehensive benefits package
- Opportunities for professional development.
- A supportive and inclusive work environment.
- Regular social events throughout the year





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How to Apply

Please submit your CV and a cover letter outlining your experience and suitability for the role to jobs@whnsolicitors.co.uk

We are an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation, or age.

Join us and play a key role in delivering a first-class experience to our clients and visitors.

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