
BROWN BARRON
SOLICITORS

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RECEPTIONIST/ADMINISTRATION ASSISTANT

An exciting entry-level opportunity with a busy and well-established high-street law firm. We have a vacancy for a full-time Receptionist/Administration Assistant. The position entails dealing with phone calls and in-person enquiries, arranging appointments, typing documents, and undertaking various administrative duties to assist solicitors and colleagues. Experience in a law firm is not required, but good interpersonal skills, literacy, numeracy, and attention to detail are essential, along with computer/internet competency. Salary dependent on experience. Apprenticeship welcomed - ideal for school/college leaver.

Apply with c.v. and covering letter, to Tracy Lister at the above address, or by e-mail to tracy.lister@brown-barron.co.uk.