

Job Title: Office Manager

Annual Salary: £38,500 to £40,000

Duration: Permanent

Full time/Part time: Full time

Weekly Hours: 37.5 hours per week

Working Hours: 0930-1700, Monday to Friday

Central Chambers Law Solicitors (CCLS) is a distinguished legal practice, ranked within legal 500 and proudly offering its services in the areas of Criminal Defence, civil litigation, Immigration and Family Law is looking for a dynamic and enthusiastic person to join the CCLS to be based in our Ealing Office i.e. Suit 2 Central Chambers, The Broadway, W5 2NR.

Interested candidates are advised to email their CV at the following address:

info@centralchamberslaw.com

The Duties of Post

Your duties as Office Manager will be to ensure smooth and ethical operations. This includes effectively managing finances such as budgeting and financial reporting, collaborating with Accountants and Directors. Involving in recruitment processes, facilitating onboarding, and evaluating the performance of staff. Daily operations including office facilities and technology to maintain a conducive environment for legal work, occasional visits across the branch offices. Enhancing client relationships is crucial, issue resolution, and ensuring top-notch legal service delivery. Strategic collaboration with firm leadership to set goals, identify growth opportunities, and develop business strategies is essential. Integrating technology tools to streamline legal processes, enhance efficiency, and improve client service is also paramount. Identifying and addressing risks, supervising administrative tasks and participating in marketing efforts to attract new clients and expand the firm's reach.

Skills and Knowledge

- Negotiation skills
- Strong communication abilities
- Analytical proficiency
- Attention to detail
- Problem-solving aptitude
- Decision-making capabilities
- Organizational skills
- Familiarity with the legal industry
- Ability to conduct market research effectively
- Awareness of regulatory compliance requirements
- Basic financial acumen
- Technological proficiency for legal software usage

- Understanding of quality assurance standards

Salary and Benefits:

The salary guaranteed for this post would be between £38,500 to £40,000 p.a. and depends on successful candidate's experience and qualification.

Location:

Suit 2 Central Chambers, The Broadway, W5 2NR