



Junior Administrator

We are on the search for a Junior Administrator.

CP Law is trusted as a key partner across the Wokingham and Sunningdale areas. We are looking for someone who is organised, a great team player and who has bags of energy, hunger and resilience. If this sounds like you, read on...

You will be responsible for:

- Dealing with incoming and outgoing post, on boarding of clients, closing files, and general client enquiries.
- Assisting with ensuring the firms continuing compliance with Lexcel standards
- Assisting in the overall running of the firm to include; liaising with contractors (plumbers, electricians, etc) stationary ordering, office cleanliness, etc

However, this is only part of what you will be doing. We are a small, close-knit and supportive team and we help each other out wherever possible and when time allows. We offer our team the opportunity to develop their own careers with us whilst always thinking of ways to enhance our offerings to our clients.

You will be comfortable in providing support to our team of Solicitors and fee earners. If you are an ambitious individual who puts excellent customer service at the heart of what you do, this could be the role for you!

If you would like to apply for this position, please send your CV and cover letter to natashas@cplaw.co.uk (Please, no agencies).