

Part-time Receptionists

Job Share

Perth

Salary £7.98— £9.11 per hour

Hours of work

8.45am —1.00pm 21.25 hours per week

1.00pm — 5.15pm 21.25 hours per week

Miller Hendry require friendly receptionists to welcome visitors to our busy office in Perth to work either mornings or afternoons and be able to work additional hours to cover holidays or sick leave.

The successful candidates will be required to answer telephone calls, transfer on calls, take and pass on messages - by telephone, in writing or via e-mail, assist with the booking, setting up and clearing of meeting rooms, assist with the mail:- collecting, folding, franking, stamping, having signed etc, send faxes, type business entries, accept parcels from couriers and ensure parcels are picked up, hand out keys on behalf of housing associations and photocopying along with any ad hoc administrative duties required.

A full job description is available at www.millerhendrysolicitors.co.uk

In the first instance please send a covering letter and CV to: Audrey Harte, HR Adviser, Miller Hendry, 10 Blackfriars Street, Perth, PH1 5NS or

Email: hr@millerhendry.co.uk.