

# STEWARTS

## Job description

Job title:	General Office Assistant
Reporting to:	Head of Facilities
Department:	General office
Location:	London
Purpose of role:	To provide an efficient and friendly general office and reprographics service to the firm, undertaking a variety of tasks which facilitate the smooth running of the department and any ad hoc general office tasks as required for cover
Hours:	Monday to Friday 9:00 – 18:00, permanent, full time
Reviewed:	May 2025

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## Job responsibilities:

### General office:

- Sorting, scanning and delivering incoming and outgoing post in a timely manner
- Booking local, national and international couriers
- Assist in setting up meeting rooms, to include moving and rebuilding operable walls
- Assist the onsite team when required in setting up video conferencing
- Support the team with any internal moves
- Liaise with the building's security team to arrange access for contractors or deliveries
- Undertaking a variety of other general ad hoc duties and errands as required
- Strong organisational and administrative skills, attention to detail and ability to work flexibly under pressure
- Ability to demonstrate excellent judgement and discretion regarding confidential and commercially sensitive information
- Archiving closed matters and sending files to storage
- Transporting boxes and other items, involving some lifting and carrying (inside and externally)

### Reprographics

- Preparation of court bundles

- Burning CDs, binding and laminating
- Liaising with outside providers with reference to outsourced copy jobs
- Ensuring the reprographics areas are kept tidy and organised
- Monitoring the stationery supplies, placing orders (with approval), delivering stationery as necessary and maintaining orderly stock cupboards and store rooms
- Ensuring the MDF's are fully stocked, and paper and toner is readily available at all times
- Undertaking a variety of other general ad hoc duties and errands as required

**General skills:**

- Well organised, uses initiative, prioritises appropriately, applies self, shows attention to detail, manages own workload and meets deadlines
- Demonstrates excellent communication and interpersonal skills (respectful, positive, articulate, professional and sympathetic)
- Delivers helpful internal services with a "can do" approach, shows commercial awareness and represents the department/firm appropriately
- Shares information and ideas
- Shows sound judgement and decision-making skills; acts within boundaries
- Shows commitment, passion and enthusiasm
- Is a respectful, reliable and supportive team player
- Reflects and respects the firm's culture