



L E G A L
S E R V I C E S

Join Our Team

Receptionist/Office Administrator

TMT have a strong reputation for their legal services and we know that hard work and an excellent team ensures we continue to be the best. Our growth has created opportunities for talented individuals to join our team.

We are looking to recruit a full time Receptionist/Office Administrator to join our Team at our Horsham office.

We are looking for someone with a positive outlook, experience of customer service and a confident phone manner. You should have excellent communication skills and an outstanding attention to detail. You would be expected to work diligently and under pressure to tight deadlines, supporting our lawyers and various teams across the company.

Experience and knowledge of all Microsoft programmes is required, along with the ability to learn new, in-house systems and practices.

Company Benefits include: 25 days annual leave, plus bank holidays, plus your Birthday off, social events and lots more!

Location: Horsham office

Hours: Mon-Fri, 8.45am – 5pm.

To apply, send your CV and a covering letter, to Kelly Vaughan on:
hr@tmtlegalservices.co.uk