

## **Front of House Assistant – Job Description**

Sinclair Gibson is a boutique firm located in the heart of London’s legal centre which specialises in advising high net worth clients in connection with international and domestic tax and trust law matters, trust and probate litigation, and family law. The firm has eleven partners who are supported by a team of highly experienced solicitors and administrative staff, working in a close-knit and collaborative environment with a strong focus on client relationships and discretion.

We are currently recruiting a cheerful, enthusiastic and well-presented individual to take on a key front of house and administrative training role within the firm. As the first point of contact for clients and visitors, it is essential that you are approachable and welcoming, with an excellent telephone manner and an ability to remain calm and professional under pressure, delivering a consistently high standard of service.

This is not a purely reception-based role. It is designed as a structured development opportunity, providing exposure to billing, administrative and secretarial duties, and offering direct insight into the day-to-day workings of a high-performing professional practice.

We are seeking a candidate who is motivated to develop a long-term career within a professional services environment, with an interest in progressing into legal support or PA roles. The firm is small and the successful candidate must have a “can do” attitude and a willingness to assist across all areas of the administrative function as required.

The below details the sorts of duties that can be expected but is by no means an exhaustive list and other ad hoc duties may be assigned as required.

### **Front of house / reception duties**

- Answering and transferring calls and taking accurate messages
- Meeting and greeting clients and visitors in a professional manner
- Coordinating meeting room bookings and preparing rooms
- Arranging refreshments and lunches
- Maintaining reception and meeting areas to a high standard
- Booking taxis and couriers

### **Administrative & billing support**

- Assisting with billing preparation and typing client bills
- Maintaining records, spreadsheets and internal systems
- Supporting document production and file management

### **Secretarial support (occasional)**

- Typing correspondence and documents
- Assisting with diary and meeting coordination
- Providing cover across the administrative team as required

This role is intended to be undertaken alongside a funded formal qualification such as a legal secretarial or business administration qualification. The successful candidate must have the following skills and qualifications

- Education to GCSE level or equivalent which must include English language
- Well presented with good communication skills
- An excellent telephone manner with clear and precise diction
- A knowledge and basic competency in MS Office applications
- A team player with a “can do” attitude
- Excellent time management and organisational skills
- A pro-active approach with an ability to show initiative
- An ability to work effectively with a range of personalities.

### **General**

Hours and Place of Work:

We are based at Lincoln’s Inn Fields close to Holborn tube station. The working hours for this role are 9:00am – 6:00pm.

Salary and Benefits:

The annual salary for this role will be £26,000 – £32,000, depending on experience, reflecting the structured training and development offered. Post probation benefits include enrolment to the workplace pension scheme, Private Health Insurance, Life Insurance and Income Protection Insurance, and 25 days’ annual holiday entitlement increasing to 28 days with service.

### **To Apply**

If you would like to apply for this role, please email your CV together with a covering letter explaining your suitability for the position to [recruitment@sinclairgibson.com](mailto:recruitment@sinclairgibson.com) by the end of July 2026.