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Work Experience

If you would like to apply for a work experience placement at Ford & Warren, please apply in writing with a covering letter to Laura Sutton at the above address or e-mail your request to: laura.sutton@forwarn.com.

All we ask is that you have:

- ★ A keen interest in developing new skills and a willingness to learn.
- ★ A desire to meet new challenges and respond to new situations.
- ★ The ability to work as part of a professional, dynamic team.
- ★ The ability to attend work regularly and offer commitment to the job.

The role that you will be fulfilling during your placement will be both secretarial and office assistant based. The variety you will experience on a day-to-day basis will mean that you never experience boredom.

The tasks you will undertake are:

- ★ **Photocopying** - producing copies to an excellent standard.
- ★ **Post** - collecting post for all wings, taking it to the post room
- ★ **Stock** - ensuring stock is distributed to people on your wing.
- ★ **Printers** - ensuring frequent filling of printer trays.
- ★ **Kitchens** - ensuring that kitchens are kept tidy and fully stocked with crockery and cutlery.
- ★ **Faxes** - ensuring that manual incoming faxes are distributed immediately and signed for and recorded in fax book.
- ★ **Administration** - once the above core duties have been completed, various administration tasks will be

undertaken for the department, as instructed by your senior secretary.

- ★ **Word Processing** - accurate typing of letters and documents, use of plain English, ensuring enclosures are correct and bundles are correctly numbered and sequenced, using standard letters.

- ★ Touch typing course

Working within the many departments at Ford & Warren will give you first hand experience and insight into how important support roles are. Our experienced secretaries, telephonists, receptionist, security personnel and office assistants supply round the clock support to a dedicated hard working legal team.

You will be encouraged to develop your skills and improve your working methods so that further tasks and responsibilities can be added.

If you feel that a work experience placement at Ford & Warren could help you to make those important decisions about your future then why not contact Laura to discuss the opportunities.

