

# IMD SOLICITORS

## JOB ADVERT

<b><u>Job Title:</u></b>	Marketing & HR assistant
<b><u>Job Location:</u></b>	111 Piccadilly, Manchester, M1 2HY
<b><u>Job type:</u></b>	Permanent; flexible
<b><u>Salary bracket:</u></b>	circa £18000 depending on experience

Are you interested in a role in a firm that is a leading provider of legal services for European communities and businesses?

If so, we are looking for an enthusiastic Marketing and HR Administrator who has outstanding communication skills. You will work within the Administrative team

### **Overview of the Company**

IMD Solicitors is an expanding, multicultural, full service law firm that is leading the way in the provision of legal services for European communities and businesses throughout England and Wales and wants to compete with Top 100 law firms in the UK.

We offer an enjoyable and rewarding working environment and a very friendly team. We are committed to our staff and recognise the importance of the continued development; in fact even one of our core values is "above all, in everything we do, WE CARE". We want to attract and retain top talent and consistently develop the best lawyers and leaders in the business.

We pride ourselves on providing outstanding client care and excellent quality legal services whilst recognising the importance of communication in our clients' native languages and without legal jargon.

### **Key Responsibilities**

- Content management
- Social media
- Supplier co-ordination
- Administrative support for the HR Manager
- Data analysis

### **Key requirements (skills, qualifications, experience)**

- Be able to demonstrate strong communication skills
- Have excellent telephone manner
- Have excellent verbal and written communication skills

- Previous experience in an office based role or legal background is preferable and will be an advantage but all ambitious and enthusiastic individuals are welcome to apply for the position
- Be organised and able to prioritise workload
- Attention to detail
- Ideally a bachelor's degree in Marketing, Communications, English, HR, PR or Journalism

**How to apply**

Please send your CV and cover letter to [k.hosker@imd.co.uk](mailto:k.hosker@imd.co.uk)