

Job Opportunity



Job Role: **Receptionist**

Industry: **Advocate office**

Date of Job Posting: **April 26, 2025**

No. of Vacancies: **01**

Location: **Horamavu Main Road, near outer ring road bus stop,
Banaswadi area, Bangalore**

Office Timing: **12:00 Noon to 8:30 PM (No compromise on work timing)**

Qualification: **12th and above**

Skills requirement:

- Should be well groomed and presentable,
- Should have good communication skill,
- Ability to manage clients,
- Should be calm, composed and focussed on job at hand.

To Speak: Kannada and any other south Indian languages. Hindi /English will be advantage

To Read & Write: English (mandatory) Kannada and / or other languages will be advantage

- Computer literacy is mandatory, typing skills in English / Kannada will be advantage

Work Experience: **Fresher / work experience as per job description below will be advantage**

Salary: **As per Industry standard**

Legal Aid Trust

Unit No. 201, 2nd Floor, MSR Complex, #11,
Horamavu Main Road, Bangalore 560 043.

www.legalaidtrust.in



1. Manage office reception

- a. Attend to calls
- b. Make calls as required
- c. Maintain telephone directory
- d. Manage walk in clients (appointment etc)

2. Manage office Pantry

- a. Stocking of items in pantry
- b. Prepare tea / coffee for employees and visitors

3. Manage office files

- a. Retrieval of Case files from racks based on request
- b. Put back case files on return by advocates
- c. Generate report on software and follow up for pending files

4. Verify entries in software & Physical File Audit

- a. Verify case status update on software (report non-compliance)
- b. Verify documents in physical file and report non conformities

5. Office Administration

- a. Oversee Housekeeping activities & Stocking of Housekeeping materials
- b. Stocking of office stationery