

Antony Hodari Solicitors has an opportunity for a Client Support Assistant. When you join us, you'll be part of a workforce that truly values each and every member of the team.

To be in with a chance of being the recipient of this excellent package, including a 6% employer pension contribution, flexible working arrangements and more, apply today.

Client Support Assistant
Manchester – hybrid working

- **Full time (with flexible start and finish times), permanent**
- **Salary £24,000 pa**

Please Note: Applicants must be authorised to work in the UK

Antony Hodari Solicitors has been delivering an industry leading service to clients throughout the UK for over 40 years. Specialising in housing litigation, we fight for tenants living in sub-standard accommodation to bring landlords to account. Client care is at the heart of everything we do, evidenced by our rating of 4.8 on Trustpilot and Reviews.io.

What's on offer at Antony Hodari Solicitors?

This is a fabulous opportunity to join a respected law firm and be a key player in a well-established and growing business with an office presence in both Liverpool and Manchester.

As our new Client Support Assistant, you can expect to receive the following:

- Salary competitive (Dependant on experience)
- Flexible start and finish times
- Annual salary review
- 25 days plus bank holidays
- Day off on your birthday
- Pension scheme with 6% employer contribution
- Hybrid home/office working environment
- Training, development, and support
- Company sick pay
- City Centre location
- Casual dress
- Death in Service Benefit (Salary x 4)
- Subsidised Gym Membership
- Access to award winning Employee Assistance Programme

The role:

Working alongside our housing disrepair team to advise and support clients when interacting with the Court and specifically the payment with fees, in order to ensure access to justice is achieved for that client. Equally the role will involve supporting the firm to aid cash flow and reconciliation of fees/funds paid out.

- Making client calls to determine financial status and eligibility for a potential remission when making payment of Court fees
- Data Entry and record keeping ensuring high standards of accuracy to best support the business
- Supporting accounts and operations staff

The successful applicant:

Personal Skills

- A good communicator with excellent attention to detail.
- Excellent verbal and written communication skills with the ability to engage a diverse audience.
- Good organisational skills; able to manage own time effectively.
- Confident
- IT literate
- Team player

If the above sounds like you, we would love to know even more about you – don't hesitate to apply!

How to apply for the role:

e-mail – hr@antonyhodari.co.uk