

## McAllister Olivarius – Office Administrator – Maidenhead

<b>Title:</b>	Office Administrator
<b>Location:</b>	Maidenhead, Berks. (SL6)
<b>Type:</b>	Full-time (9am – 6pm Monday to Friday)
<b>Salary:</b>	Competitive, based on experience and qualifications.
<b>Requirements:</b>	Valid driving license required.
<b>Start date:</b>	<b>Immediately</b>

McAllister Olivarius is an international law firm, based in the UK and the U.S., specialising in equality and anti-discrimination law. We are a plaintiffs' firm with a focus on feminism and social justice and a desire to improve the law and innovate the practice of law as part of our work, with an interest in building and supporting communities as part of our work.

**Our purpose is to make whole those who have suffered injustice. Our vision is a better world where the law works better for everyone.**

**About you:** You will be a highly organised individual who thrives in a reactive environment where no two days are the same. As you will be responsible for the management of our front of house operations and will be the first person a client encounters when they enter our offices, you will be a kind individual who is an adept problem solver, full of good humour, and possess the ability to manage various tasks at one time. In this role, you will support the human resources, office management and financial administration of a busy law firm, working closely with the Practice Manager. Experience in working in office management and financial administration are desirable, with a career progression to Office and Facilities Manager in the future.

### Roles and responsibilities:

- Run the reception desk, including welcoming visitors and suppliers.
- Maintain a healthy and clean office environment.
- Handle all deliveries of post to and from the office.
- Responsibility over management of our NY premises and mail forwarding services.
- Order and organise office supplies and groceries.
- Organise gift purchasing and present wrapping.
- Liaise with suppliers, building managers and contractors at the direction of the Practice Manager and Partners.
- Assist with the planning and management of firm parties for employees.
- Assist the finance team by reconciling all bank accounts and credit card statements against receipts and processing expenses via Webexpenses.
- Conduct workspace and health and safety reviews twice a year under the guidance of the Practice Manager.
- Keep an up-to-date archive list of all office files.

**VALUES AND BEHAVIOURS**

- Enjoy working with a high level of autonomy, trust, and open-mindedness
- Committed to working in an innovative and collaborative way
- Able to respond positively in pressured situations
- Ability to work well alone or within a team, as required, and be self-motivated
- Ability to multi-task and manage interruptions
- Ability to work in time-pressured situations and meet deadlines

**To Apply:** Please send a cover letter, resume, and the contact information for two references to Ava Cook at [acook@mcclaw.com](mailto:acook@mcclaw.com), with “Office and Facilities Deputy application” in the subject line. For more information, please contact:

Ava Cook, Practice Manager  
McAllister Olivarius  
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Maidenhead  
SL6 1RL  
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No agencies please; we are recruiting directly for this role.