



GILSONGRAY

LAW • PROPERTY • FINANCE

Vacancy

**Temporary Receptionist/
Administrator,
North Berwick**

Temporary Receptionist/Administrator North Berwick

Gilson Gray LLP are looking for a receptionist to work in the North Berwick office on a temporary basis for a number of months.

As well as meeting, greeting and assisting clients who come into our busy office, you will assist with general admin and typing. Therefore, the role will suit someone with previous experience in this area, using Microsoft packages.

Hours are 9am – 5pm with 1 hour for lunch. Rate of pay will be discussed based on experience.
Interested? [Please send your CV to our HR Director, Lesley Naylor recruitment@gilsongray.co.uk](mailto:recruitment@gilsongray.co.uk)



Gilson Gray Edinburgh
29 Rutland Square,
Edinburgh
EH1 2BW

t: 0131 516 5354
f: 0131 516 5378

Gilson Gray North Berwick
33 Westgate,
North Berwick
EH39 4AG

t: 01620 893 481
f: 01620 894 442

Gilson Gray Glasgow
160 West George Street,
Glasgow
G2 2HG

t: 0141 530 2021
f: 0141 530 2035