

## **Mercy Law Resource Centre: Legal Secretary / Receptionist** **(<https://www.activelink.ie/node/115120>)**



### **We are seeking a Legal Secretary / Receptionist to support the smooth operation of our dynamic and busy law centre.**

This key role involves managing our helpline, providing administrative support on legal cases, and overseeing day-to-day office operations. The role presents a rewarding opportunity to make a positive impact on the lives of others. The ideal candidate will be proactive, organised, and committed to our aims of promoting access to justice, and ensuring all persons are treated with respect and compassion.

**Please see Job Description attached below.**

**Closing date for applications is 5pm on Wednesday 07 May 2025.**

MLRC is an equal opportunities employer.

**Region**

Dublin 8

**Date Entered/Updated**

15th Apr, 2025

**Expiry Date**

7th May, 2025

**Attachment**

**Size**

[2025 Job description - Legal Secretary - Receptionist.doc](#)

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**Source URL:** <https://www.activelink.ie/vacancies/civil-liberties-human-rights/115120-mercy-law-resource-centre-legal-secretary-receptionist>