



We are hiring!

Office Manager / Practice Manager

Managing the operations of a well-established law firm in Blackpool



We are seeking an experienced Office Manager / Practice Manager to oversee the smooth day-to-day operation of the firm and support our partners and fee earners. This is a key role within the business, ideal for someone with strong organisational skills and experience within a legal or professional services environment.

Key Responsibilities:

- Oversee the day-to-day running of the office, acting as a central point for any operational issues - managing facilities, suppliers and contracts
- Supervise administration staff, assist with recruitment and onboarding
- Assist with regulatory compliance, financial administration and IT
- Maintain office policies, manuals and procedures
- Support financial administration and oversee office budgets
- Ensure high standards of client care and service delivery

35-hour working week
Office Based Role

Generous Annual
Leave Entitlement

Birthday Off
Christmas Closure
Team Social Events

Supportive and
Friendly Working
Environment