



Helen Shiels

RECEPTIONIST / MEDIATION ADMINISTRATOR



Helen joined the Garden Court reception team in 2014. Helen ensures the smooth running of our front of house, coordinates the preparation and allocation of meeting rooms for client conferences, and oversees our inventory levels. Our reception team are well known for their cheerful and warm welcome.

In 2020, Helen took on the responsibility of the administration for our mediation team, which includes taking enquiries, managing the team's dedicated website & social media channels, and organising monthly team meetings.

Helen is the primary point of contact for members of the public and legal representatives using our mediation service. You can find more information on our mediation team at www.gardencourtmediation.co.uk or by emailing mediationclerks@gclaw.co.uk.

Helen has 30 years' experience in administration and customer service roles across multiple sectors including publishing, telecoms, and service offices. She recently enrolled on a 'Writing for Business' course, through CityLit, starting in April 2024.

helens@gclaw.co.uk | +44 (0)20 7993 7600

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57-60 Lincoln's Inn Fields, London, WC2A 3LJ

Email: info@gclaw.co.uk

Tel: +44 (0)20 7993 7600

DX: 34 Chancery Lane