The main purpose of this role is to provide administrative support to our fee-earners and to support the day-to-day running of the practice.

Key tasks (not an exhaustive list)

* Dealing with incoming out outgoing post.
* Answering the telephone/meet and greet reception duties
* Filing and file maintenance, including opening and closing electronic and paper client files
* Photocopying, scanning and faxing documents and correspondence
* Collation of documents and preparation of bundles
* Stationery and office supply orders/purchasing and sourcing new suppliers as required
* Setting up meetings, help to organize events and diary management
* General administration

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| **Experience/Skill** | **Essential (E)/ Desirable (D)** |
| **Academic Skills** |
| Good academic record (5+ GCSEs A-C or equivalent) | D |
| **Experience** |
| Experience of working in an office environment and undertaking administrative tasks  | E |
| Experience of working with clients, in particular, clients who may be vulnerable | D |
| Experience of dealing with office suppliers | D |
| **Skills** |  |
| Excellent communication skills (verbal and written) and ability to communicate effectively and appropriately with a range of audiences | E |
| Ability to work well as part of a team | E |
| Excellent organizational skills, including the ability to prioritize work and ensure key deadlines are met | E |
| Ability to use initiative and problem solve | E |
| Thorough approach to work, keen eye to detail and good record keeping | E |
| IT literacy skills and good working knowledge of Microsoft Office, in particular Outlook, Word and Excel | E |