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

Key tasks (not an exhaustive list)

* Dealing with incoming and outgoing post and packages.
* Answering the telephone/meet and greet reception duties
* File opening and closing on our case management system and creation/archiving of paper files.
* Photocopying, scanning and faxing documents and correspondence
* Ordering office supplies and liaising with third party suppliers
* Setting up meetings, help to organise events and diary management;
* Assisting with the invoicing of clients including claims to the Legal Aid Agency
* Uploading documents and making amendments to the company’s website
* Undertaking research tasks relating to the running of the office (such as sourcing new suppliers etc.)
* 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 undertaking legal administration, including the use of legal case management systems | D |
| Experience of dealing with members of the public and/or clients, and in particular, clients who may be vulnerable | D |
| Experience of social media and/or uploading documents to websites | 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 under pressure and as part of a team | E |
| Excellent organisational skills, including the ability to prioritise 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, particularly Outlook, Word and Excel | E |