

Job description

Job Title: Operations & Efficiencies Assistant

Reporting to: Operations & Efficiencies Manager

This job description is intended as a working document giving a guideline to the major tasks to be performed. It is anticipated that the post will develop and working practices will change; in order to meet the demands of new legislation, and the requirements of the Firm. It is expected that the post holder will contribute to and assist with all future developments.

Overall purpose:

To provide administrative support to the Operations & Efficiencies Manager.

Main Duties:

Operations and efficiencies

- Assist with the designing, managing and implementation of projects for all areas and departments of the Firm.
- Liaising with external companies and providers, arranging and attending meetings as required.
- To take responsibility for directly supporting the operations and efficiencies manager with their responsibilities, managing both their workload and diary.
- To identify and proactively work to resolve issues and areas for improvement within the Firm.
- To aid the collaborative working of all departments of the Firm with the roll out of new and revised procedures.

Personal

- to keep confidential all client information.
- to be positive and helpful with colleagues, clients and professional contacts of the Firm.
- to assist other departments and colleagues within the firm as requested.
- to adhere to and familiarise themselves with the firm's terms and conditions (PPs).

Other duties

- to include other reasonable duties and tasks which are part of, and incidental to, this type of work

Person Specification

Essential	Desirable
<ul style="list-style-type: none"> • Administrative experience • Confidence to work on own • Ability to work on own initiative • Good IT knowledge and skills • Good communication skills • Strong administration skills • Strong interpersonal skills • Able to work as part of a team • Well organised • Attention to detail • Prompt and able to work in a timely manner • Flexible attitude • Calm manner 	<ul style="list-style-type: none"> • Experience of working in a legal practice • Able to travel and work at other offices