

Job description

Job Title: Legal Administrator

Reporting to: Head of Commercial Services

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 learn the skills necessary to provide efficient administrative and secretarial support to the Commercial departments.

Main Duties:

- To undertake clerical and administrative duties in the department;
- To assist with photocopying and scanning;
- To assist with opening and closing of files;
- To produce typing in a timely, accurate and efficient manner;
- To be fully conversant and proficient with the firm's IT and database systems and to be confident and accurate in their correct usage;

Personal

- to keep confidential all client information
- to be positive and helpful with colleagues, clients and professional contacts of the firm
- to assist all departments and colleagues within the firm as requested
- to adhere to and familiarise themselves with the firm's values and policies

Other Duties

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

Person Specification

Essential	Desirable
<u>Education and qualifications</u> <ul style="list-style-type: none"> • Good general education 	
<u>Experience</u> <ul style="list-style-type: none"> • Administrative experience 	
<u>Knowledge and skills</u> <ul style="list-style-type: none"> • Good IT knowledge and skills • Good communication skills • Strong administration skills • Ability to work on own initiative 	<ul style="list-style-type: none"> • Knowledge of solicitor's office and legal business
<u>Personal qualities</u> <ul style="list-style-type: none"> • Able to work as part of a team • Well organised • Good client manner • Good telephone manner • Attention to detail • Prompt and able to work in a timely manner • Flexible attitude • Keen to learn and develop • Able to travel and work at other offices 	