



LEGAL ADMIN ASSISTANT JOB DESCRIPTION

Name & Date

Reports directly to: The Group Office Manager
Reports indirectly to: Partners & Fee Earners
Job Summary: To provide admin support to effectively assist the team

Main responsibilities may include:

- To provide general administrative support to the Department as directed
- File Opening & Closing
- Preparing documentation as directed, audio typing, drafting, word processing
- Carrying out general departmental admin procedures
- Photocopying, faxing, filing
- Client contact face to face, by phone and written correspondence
- Maintaining case management system/databases
- To ensure that quality and client care standards are adhered to at all times
- To ensure that any work/matter related issues that may detrimentally affect the Firm are brought to the immediate attention of the line manager
- To assist with other teams as directed
- To ensure complete confidentiality and diplomacy at all times
- Ensure positive representation of the firm at all times
- To ensure conducive working relationships with colleagues, clients and other associated third parties
- To undertake any training required
- To comply with policies and procedures as set down by the Firm
- Any additional duties that may reasonably be required

Knowledge, Experience and Skills required

- Good standard of Education
- High standard of written and spoken English
- Professional conduct and appearance
- Effective planning, organisational and communication skills
- Appropriate computer skills with knowledge of Microsoft Office
- Ability to multitask and achieve deadlines
- Proactive, flexible, adaptable to changing priorities with a 'can do' attitude
- Close attention to detail and accuracy
- Reliability and good time keeping