



## SENIOR PRACTICE ADMINISTRATOR JOB DESCRIPTION

Reports directly to: Practice Manager and Finance Director

Job Summary: To provide timely, accurate, professional and efficient secretarial and administrative assistance to the Practice Manager and Finance Director. To ensure the highest level of service at all times. There is a requirement to take initiative, be proactive, organised, diplomatic and highly confidential.

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### Main Responsibilities

- Preparing agenda's, minute taking, meeting preparation and coordination as required
- Preparing briefing papers
- Attending meetings as required
- Diary and appointment management
- Travel arrangements
- Email management
- Expenses management
- Various insurance renewals within deadlines
- National Statistics administration
- Contract reviews and renewals (e.g. mobile phones)
- HK car fleet management
- Solicitors Regulatory Authority (SRA) related administration
- Typing and word processing using tracked changes as appropriate
- Production of accurate, timely and professionally presented documentation
- Communication via the telephone, accurately recording messages and providing assistance where possible
- Maintaining a task list of matters arising from meetings
- Ensure efficient upkeep of all databases, records, filing systems, opening and closing of files
- All associated administrative tasks
- To ensure conducive working relationships with clients, colleagues and other associated third parties
- Ensure positive representation of the firm at all times
- To undertake training as directed
- Comply with policies and procedures as set down by the Firm
- Any additional duties that may be reasonably required

### Knowledge, Experience and Skills required

- Appropriate competency level of knowledge and experience in law firms and administration
- High standard of written and spoken English
- Fast and accurate typing skills
- Microsoft Office skills (Word and Excel as required for the role)
- Ability to work effectively as part of a team as well as working on own initiative
- Ability to prioritise effectively
- Good organisational and communication skills
- Adaptability and flexibility
- A high degree of diplomacy and confidentiality in respect of Practice Management and Firm related matters.