



**Humphries Kirk Solicitors
Support Staff Job Specification**

Seeking a **Full time, Senior Practice Administrator** to support the Senior Managers within the Practice Management Team. This role will be based at the Wareham office initially but will relocate to the Parkstone office towards the end of the year/ beginning of next year.

Role/Candidate Profile: This is a busy role for an individual with strong admin and secretarial skills to provide comprehensive administrative support to the Practice Manager and Finance Director. Candidates must have a minimum of 2 years’ recent and relevant experience in a similar level role and will ideally possess a recognised Business qualification. A high level of initiative and drive is required and individuals will need to take a proactive approach and be able to work with minimal supervision. Responsibilities will include a variety of Partnership and Solicitors Regulation Authority related administration. Tasks will include preparing agendas, briefing papers and minute taking, as well as project work, undertaking renewal and review of insurance policies, liaising with contractors, and co-ordinating internal office moves. Previous experience gained within either a law firm or partnership would be advantageous. Candidates must have good knowledge of Microsoft Office and conferencing systems, and be presentable and articulate with excellent written and spoken English.

When sourcing new colleagues, as well as looking for the appropriate competencies in relation to the role, we also look for individuals aligned to our Values which are: Accountability, Continuous Improvement, Excellence, Honesty & Integrity, Mutual Respect and Teamwork.

Knowledge, Skills and Experience Required:

Essential Skills	Highly Desirable Skills
A minimum of two years recent experience working within a similar level business support role	A UK recognised Business qualification at Level 4 or above (or equivalent/similar)
Strong admin and secretarial skills	Previous experience working in a law firm, partnership or professional services
Self –starter who can work with minimal supervision	Previous experience within a regulated environment
Working knowledge of arranging meetings, agendas and taking minutes	
Experience of arranging video conferencing via MS Teams and Zoom etc.	
Microsoft office – Word, Excel & PowerPoint	
Experience of dealing with third party contractors	
Experience of dealing with insurance renewals etc.	
A high regard for confidentiality and diplomacy	
Fast and accurate keyboard skills	
Proactive with a high degree of initiative	
Excellent written, spoken and grammatical English	
Close attention to detail/high level of accuracy	
Must be articulate and numerate	
Effective organisational & communication skills	
Adaptable, flexible & embraces change	
Ability to juggle multiple tasks, meet deadlines and remain composed when under pressure	
Conscientious and capable	
Good timekeeping and reliability	
A positive attitude, pleasant demeanour and good sense of humour	
Driver with own car and clean license	

Annual salary: From £23,500+ (dependent upon competency and experience level)
 Hours: Monday to Friday 9-5.00pm with a 1 hour lunch break (35 hours per week).
 Holidays: 25 days plus bank holidays (pro rata for part time) and ½ day for birthday.
 Other benefits: contributory pension scheme, Life Assurance and discretionary bonuses, Health cash plan, flexi time (after probation period)