

Job description

Job Title: Administrative Assistant
Department: Public Law and Human Rights (Education and Court of Protection/Mental Health Teams)

Reporting to: Team PAs and Supervising Partners

Key responsibilities

To undertake administrative tasks and provide support to fee earners within the Department;

Below is a list of the duties that you will be required to undertake in the role.

- printing, collating and ordering documentation from fee earners and outsource worker;
- electronic and paper filing
- printing, sorting and filing emails
- assisting with the preparation of bundles of documents for Court, Counsel and/or experts;
- assisting the paralegals/trainees with new client enquiries;
- assisting with the department's archiving as directed by the department's Personal Assistant
- becoming familiar with and observing the internal requirements of the firm as to file opening and closure procedures, both electronically and manually;
- becoming familiar with the firm's accounting procedures, and the maintenance of all necessary records and any other administrative requirement;
- (subject to the needs of the team) handling new enquiries from members of the public seeking assistance.

Person specification

It is essential that you are able to satisfy the below specifications. We have indicated when the below are not essential but desirable.

Skills

- Good Communication
- Good Organisational and administrative skills
- Good Word processing skills
- Good typing skills
- Strong IT skills(Microsoft 2007 Office suite) including database (desirable)

Qualifications

- 5 GCSEs grade 5 and above (or equivalent) including Maths and English

Knowledge

- Manual and electronic file management
- Preparing, collating and ordering documentation

Ability

- Attention to detail
- Flexible - change direction and modify
- Good teamwork

Qualities

- Enthusiastic
- Common sense
- Personal integrity
- Initiative