



# Job Description

---

<b>JOB TITLE:</b>	<b>Administrative Assistant</b>
<b>REPORTING TO:</b>	<b>A supervising Partner/Associate</b>

## Key responsibilities

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

### Duties will include:

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

- printing, collating and ordering documentation from 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 PA
- 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;

## 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 qualifications
- Good Communication
- Good Organisational and administrative skills
- Good Word processing skills
- Experience in administration
- IT (Microsoft 2007 Office suite) including database (*desirable*)

### Knowledge

- Manual and electronic file management
- Legal aid procedures (*desirable*)
- Preparing, collating and ordering documentation



---

### **Ability**

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

### **Qualities**

- Enthusiastic
- Common sense
- Personal integrity
- Initiative