

LEGAL SECRETARY/ FACILITIES ADMINISTRATOR NEEDED TO JOIN OUR FAMILY

EMW



TEAM	Administration Team
LOCATION	Gatwick
BENEFITS	<ul style="list-style-type: none">• 20 days holiday• 3% pension contribution• BUPA Private Health (after completing probationary period)• Employee Assistance Programme• Income Protection Scheme• Death in Service Benefits
HOURS	Full-time, working 9.00am to 5.30pm, Monday to Friday
THE FIRM IS MADE UP OF	180 people
A LITTLE BIT ABOUT US	We're a dynamic and progressive team, looking for someone who wants to join in with our success and enjoy the journey. We'd welcome a personable, pro-active and collaborative team player, someone who's able to use their initiative and who enjoys interacting with colleagues and clients. We are ambitious and looking to grow, and we have a perfect space for someone keen to grow with us, someone who wants to develop, drive their career and have fun doing so.

KEY KNOWLEDGE AREAS

ESSENTIAL	Attitude and aptitude are most important to us. However, you will need to have: <ul style="list-style-type: none">• Previous experience working within a law firm.• Strong computer skills and experience in using MS Office tools (in particular Word, Excel, Outlook and Internet Explorer).• Audio and copy typing experience.• Attention to detail.• The ability to multi task and work to deadlines when required.• The ability to work with large amounts of information.• A full Driving License
FAMILIAR WITH:	<ul style="list-style-type: none">• Experienced user of Microsoft Office and Email.

KEY SKILLS

Legal Secretarial

The main duties will include:

- Making document amendments and document imaging/scanning. Document collation, version control and document review. Creating and populating tables, schedules and agendas.
- Management of team diaries and contact lists. Answering calls and client liaison.
- Liaising with clients, including managing our client on-boarding process (which includes preparing engagement documents, file opening, assisting fee earners with the AML process and preparing and sending out invoices).
- Liaising with our central accounts and facilities teams to arrange the posting of expense claims, WIP reports, file closures, cheques, printing and distributing them, and dealing with petty cash and file archiving. Also being responsible for securely storing important documents and deeds.

Facilities Administration

As “Front of House” the duties will include:

- Meeting and greeting clients. Setting up meeting rooms and organising refreshments. Taking pride in maintaining the client reception.
- Deal with post and monitor stationery and IT sundries, order new supplies and liaise with central facilities to maintain stock levels and maintaining the accident book.
- Assisting the events team with event organisation and maintaining and monitoring the Team’s Business Development schedule. Managing event invitation and contact lists, and liaising with catering and other suppliers.

This work will be carried out following established processes and using workflow and work allocation systems as required. Full training in our systems will be provided.

You’ll also need to be a self starter who is organised, efficient and able to multi-task. Ideally we’d like you to have experience of using a legal document management and document review systems; although this isn’t essential and full training will be provided.

CANDIDATE PROFILE

- Ability to be pro-active.
- Well developed communication, organisational and team working skills.
- Ability to be assertive.
- Ability to work unsupervised and on own initiative.
- Excellent time keeping.

The firm is an Equal Opportunities Employer and is committed to the implementation and maintenance of employment and recruitment practices which will ensure that no potential or current employee or trainee, is treated less favourably on the grounds of age, disability, gender, marital status, race, nationality, colour or any other aspects unrelated to their current and potential skills, aptitudes and abilities.