

POST:	Legal Administrator
DEPARTMENT:	Support
REPORTING TO:	Director & Fee-Earners
WEEKLY HOURS:	Monday to Friday - 9am to 6pm (including 1 hour lunch break)
SALARY:	£4.30- 6.56 per hour (depending on candidate)
LOCATION:	Dalston, London

The Role

Assist the General practice and the relevant legal departments with file management/documentation, creation of appointments, file intakes and general support functions.

DUTIES AND RESPONSIBILITIES:

- File Management
 - o Assisting with opening and archiving files
 - o New file intakes
 - o Proof-Reading and Amending Documents
 - o Following up with Prospective Clients
- Corresponding with Clients, Fee-Earners and Third Parties
- Collation and Completion of Documents
- Diary Management for Senior Partners and Director
- Using In-House Case-Management System (Clio) to update and manage firm matters
- Work closely with general support staff to develop and implement efficiencies in systems by taking full advantage of the available technology
- Deal with ad hoc projects as directed by partners, paralegals, and assistants
- Follow all reasonable instructions

PERSON SPECIFICATION:

- Good Academic Level (A levels or equivalent)
- Fluency in more than 1 language (Bi or Multi-Lingual)
- Able to demonstrate meticulous attention to detail
- Achieves results within given timescales
- Excellent co-ordination and organisational skills
- Good communication and intrapersonal skills
- Propensity for initiative and ability to self-manage and prioritise tasks efficiently

EQUAL OPPORTUNITIES:

As a firm, we are committed to the promotion of equal opportunities in all stages of the recruitment process. We are a diverse international firm with employees from the UK, Caribbean, Africa, Europe, and Asia and believe in Inclusivity and Equality in Diversity.