

## **JOB DESCRIPTION – ADMINISTRATION ASSISTANT**

### **Reports to:**

Office Administrator

### **Role:**

- To provide daily administrative support to the firm
- To assist in the general upkeep of the office

### **Key Activities & Responsibilities:**

#### **Administration**

- Responsibility for incoming and outgoing post, DX and facsimile transmissions – collection, delivery, sorting and distribution.
- Scanning, filing and photocopying for departments.
- Disposal of confidential papers and destruction of archived files, expired client IDs etc.
- Maintenance of the case management system e.g. merging duplicate client records
- Support with electronic processes such as creating PDF document bundles and amending PDFs
- Ensure that all office equipment (e.g. printers, photocopiers) is kept in good working order and maintained, referring any problems to the Practice Support Manager, Office Administrator or the ICT Manager – whichever is relevant.
- Depositing money at the bank
- Local deliveries and collections and purchasing various sundries and items for the firm as and when required.
- Ensuring the office and surroundings are kept tidy and organised, this includes keeping kitchens tidy.
- Preparation of refreshments for meetings and training etc. as and when required.
- Other duties of an administrative nature as may be required periodically by the designated firm

#### **Compliance**

- To follow all policies and procedures contained within the Office Manual
- To act in accordance with the regulations of the Solicitors Regulation Authority, and all other relevant bodies

#### **Teamwork**

- Work as a team player with the administration team and all other staff
- To assist and work appropriately and considerately with fee earners and support staff
- To attend and participate in any meetings of the department or the firm when required

#### **Competence & Development**

- Maintain a good knowledge and understanding of office equipment and IT systems with a proactive approach to the introduction of new systems

The duties and responsibilities in this job description are not exhaustive and are subject to change in accordance with the needs of the firm.