

JOB DESCRIPTION

Job Title: Administration Assistant

Reporting to: Facilities Manager

Department: Administration



1. Job Purpose

Reporting to the Facilities Manager, the post holder carries out a range of administrative and office support duties across all departments.

2. Scope and Range

The post holder has no supervisory or budgetary responsibilities.

3. Key Responsibilities

- To open, scan and distribute incoming mail to fee earners.
- To prepare, scan and save files / documents to NetDocs.
- To accurately record in the database, details of deeds / files which are to be retained in storage, and to scan the documents to NetDocs; and to ensure that the database is updated to reflect any changes to, or movement of the deeds / files.
- To assist with the archiving and scanning of files to NetDocs.
- To deal with any copying; printing; scanning; binding; and filing requests as required.
- To assist all colleagues with any administration duties, as required.
- To maintain and order stationery / office supplies.
- To assist with meeting room set-ups & organise catering for meetings.
- To provide Reception and switchboard cover for absences and breaks as required.
- To provide Mailroom cover for absences and busy periods as required.
- To deal with any general tasks as required e.g. carrying out hand deliveries / collections; replenishing photocopier and office supplies; escorting contractors while in the office.
- To carry out any other ad hoc administration / facilities duties as required.

4. Communications and Relationships

The job holder must develop and maintain good working relationships with colleagues.

A positive attitude and good communication skills are essential.

5. Most Challenging part of Job

Prioritising workload and working to tight deadlines, with a high degree of accuracy.

Understanding differing working practices across different departments.

6. Knowledge, Training and Experience Required

Experience of working in a professional office environment.

Team player with a can-do attitude who is adaptable and capable of using initiative, while working within agreed procedures.

Good interpersonal and written and oral communication skills.

High level of attention to detail and capable of producing work of a high standard, while working to tight deadlines.

Good computer skills, including Microsoft 365.

Minimum education to secondary school level.

7. Job Description Agreement

Job Holder's Signature & Date:

Head of Department Signature & Date:

Aug 2023