

## JOB DESCRIPTION

**Job Title: Administration Assistant (Edinburgh)**

**Reporting to: Facilities Manager**

**Department: Facilities**



### 1. Job Purpose

The post holder carries out a range of administrative and office support duties in the Edinburgh Office, and is a main point of contact for our Edinburgh colleagues to report any facilities issues.

### 2. Scope and Range

The post holder has no supervisory or budgetary responsibilities.

### 3. Key Responsibilities

- To open, scan and distribute all incoming mail to fee earners.
- To ensure that outgoing mail is correctly processed / franked and ready for collection by the required time.
- To deal with any copying; printing; scanning; binding; and filing requests as required. To update Counsel Papers for Fee Earner/Partners.
- To provide Reception and switchboard cover for absences and breaks.
- To deal with Meeting Room set-ups & organise catering for meetings.
- To assist in the process for archiving files / scanning files to NetDocs.
- To deal with any general tasks as required e.g. carrying out hand deliveries / collections; assist with court running to Courts; replenishing photocopier and office supplies; escorting contractors while in the office; carrying out Health & Safety Inductions for new staff.
- To maintain and order stationery / office supplies.
- To manage office petty cash and maintain records, processing payment requests with a monthly submission of balances to Finance Department.
- To ensure that the office premises are maintained in good condition and that any issues are quickly reported to the Facilities Manager, in order that remedial action can be taken.
- 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 in the Edinburgh Office and key contacts within the wider firm.

A positive attitude and good communication skills are key.

**5. Most Challenging part of Job**

Prioritising tasks with competing deadlines effectively, to ensure that deadlines are met while ensuring that work produced is of a high standard.

Familiarising yourself with and gaining an understanding of different working practices across different teams.

**6. Knowledge, Training and Experience Required****Essential:**

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.

**7. Job Description Agreement**

**Job Holder's Signature & Date:**

**Head of Department Signature & Date:**

**September 2022**