

Job Description

Job Title: Legal Administrator
Reports to: Legal Department Manager
Department: Legal Department
The role: General administrative duties within a fast-paced working environment

Key Competencies for the role:

Competency title	Brief description
Communication skills	Internal and external written, telephone and face to face communication to associates and internal departments.
Customer service	Both internal and external. Rapport building, listening and interpretation, fact finding, understanding needs and negotiation. Maintains both positive client relationships and internal relationships.
Time and self management	Organisation and prioritisation, working strictly to deadline, taking ownership and accountability for own responsibilities.
Innovation & Creativity	Generating Ideas, creating, visionary.
Understanding of the organisation	Understanding of the group vision. Understanding the SimplyBiz group and all the business within it. Competitor and industry awareness.
IT Skills	Intermediate word, advanced excel and basic PowerPoint.
Problem Solving.	Research, investigation and decision making. Able to use initiative to come to a conclusion.
Accuracy	Accuracy and attention to detail is imperative.

Key Responsibilities:

- Production of finished product legal documents (printing, binding)
- Dealing with incoming and outgoing post
- Keeping databases up-to-date with accurate information
- Answering telephone queries
- Supporting Will drafters and other members of Legal Department
- Filing
- Ensuring office is adequately stocked with stationary
- Printing labels
- Scanning
- Shredding
- Chase up documents
- Writing and sending letters to associates

Person specification

- Good communication skills- both written and spoken
- Sharp attention to detail
- Confident to take calls and deal with queries
- Ability to organise themselves and their time
- Eager to progress and learn new skills

Experience and qualifications

- Experience of working within an office environment – Desirable
- Experience using Excel – Desirable
- Experience of communicating by phone – Desirable
- Experience of working with confidential documents – Desirable