

ADMINISTRATIVE EXECUTIVE

JOB IDENTIFICATION	
Job Title:	Administrative Executive
Reports To:	Marketing, Business Development and Administration Manager
Department:	Administrative Hub

THE ROLE

Purpose:

The Administrative Executive will undertake administrative activities to support the Marketing, Business Development and Administration Manager and Fee Earners in Jersey.

Principal Duties and Responsibilities

Legal Administration

- Maintenance of team CPD records
- Word processing, drafting correspondence, formatting large scale agreements, amending marked up documents and formatting to in house style
- Management of calls and messages
- Scanning documents received to files
- Bundle preparation
- Liaise with court re e-filing protocols
- Arranging for legislation of notarised documents with messengers
- Scanning / Copying notarial documents

Matter Administration and Management

- File opening formalities
- Conflict check administration and management
- Financial administration to include the completion of monthly and annual billing, WIP and AR Support
- Adex administration including the movement of time and preparation of reports
- Requesting and submitting company searches

- File closing management
- Contributions of precedents to knowledge management

Practice Management

- Diary management to include the set-up of meetings and arrangement of conference calls.
- Attendance at Team meetings, taking minutes and compiling action lists.
- Assist with event management planning, both client and colleague, from inception to completion.

Business Development

- Assistance with BD trips including the complete management of travel and schedules and pack preparation
- Management of BD tracker
- Maintenance of all client records and activities on Interaction
- Event management including the management of attendees

Knowledge, Skills and Experience Required

- A team player who understands and has experience of working for a commercial business
 - Demonstrate significant planning abilities
 - Adept in marketing and communication platforms with the ability to deliver communication content through these platforms
 - Event management experience
 - Able to deal with all stakeholders, at all levels, within the organisation
 - A flexible approach
 - Advanced Microsoft Office Suite knowledge
 - Excellent document management skills
 - The ability to take minutes and record meetings
 - An organised approach to workload management
 - An aptitude and interest in systems
 - Articulate and the ability to acquire clear instructions
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