

ADMINISTRATOR

JOB IDENTIFICATION	
Job Title:	Administrator
Department:	Operations

THE ROLE

Principal Duties and Responsibilities:**Reception**

Covering the Receptionist's lunch break on a daily basis as well as absences due to holiday and sickness. This includes:

- Answering switchboard calls, monitoring room meetings including using Microsoft Teams, arranging refreshments and Partner lunches and ensuring the Outlook diary is up to date at all times
- Ensuring the Reception area and meeting rooms are of a clean and tidy appearance at all times as to benefit the professional ethos of the firm
- Unlocking the main entrance when required and secure the Reception area at close of business as required
- Allocating and monitoring the distribution of security fobs
- Maintaining and ordering office equipment, stationery and refreshments
- Ensuring, coffee pods, milk and fruit deliveries are ordered
- Responsible for co-ordinating inward and outward post and courier parcels
- Other ad hoc duties as required

Compliance

- Conducting conflict checks and background checks using appropriate software, liaising with fee earners across the Crown Dependencies
- Assisting with file opening and finance queries
- Assisting with filing sanction notices
- Assisting with day-to-day administration

Legal Administration

- Undertaking company, property and/or court searches, as and when required
- Visiting the Courts to deliver or retrieve documents
- Delivering documents locally
- Assisting with day-to-day administration

Archiving and document management

- Monitoring, destroying and reviewing files and logging actions in Excel, corresponding with fee earners where required
- Arranging the destruction of files which have reached their destruction date in line with the company retention policy and arrange shredding bin removals
- Assisting with ad hoc projects

Knowledge, Skills and Experience Required:

- Minimum of one year's experience in a similar role
 - Excellent customer service skills
 - Accuracy and good attention to detail
 - Proficient in the use of Microsoft Office Suite
 - Ability to work under pressure and to tight deadlines
 - Good time management skills
 - Team player
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