**Team Administrator/Paralegal**

**Legal Team – Civil Department**

We are a long established and well respected law firm specialising in Human Rights based in London and we believe in putting our clients first.

We are looking for an experienced office administrator to support the work of our busy Civil Department. Attention to detail is important to us, as is enthusiasm, flexibility and ability to work as part of a close knit team.

As an administrator you will ensure things run smoothly behind the scenes. By providing excellent administrative support you will help our solicitors to really focus on our clients. You will need to be proactive and confident in all aspects of the role and comfortable making decisions, as you may be working unsupervised at times. You will also need the confidence to liaise with colleagues, clients and other external parties to ensure you receive clear instructions/requests. You will be the first point of contact for incoming telephone enquiries, other duties will include welcoming clients in a professional manner, some audio typing for the solicitors, diary management, handling incoming and outgoing post, general administration, filing, archiving, travel bookings, updating financial records for disbursements and departmental credit cards for the accounts team, photocopying and preparation of court bundles are also required.

HOURS - The post would be permanent over five days a week (Monday to Friday), after a successful three month probationary period. A salary will be offered depending on skills and experience. Starting date would be as soon as possible.

**Person Specification**

Applicants are required to demonstrate that they possess the following attributes:

**Education and Qualifications**

* High standard of general education (minimum A level or equivalent).

**Knowledge and Experience**

* Excellent IT skills (Word, Excel and Outlook) are essential.
* Audio Typing experience is desirable.
* Knowledge of working in a legal environment is desirable

**Skills and Abilities - Essential**

* Candidates should have 5 years + of strong relevant experience within an administrative, office or PA role.
* Outstanding attention to detail, ensuring accuracy at all times.
* Excellent organisational, communication, and interpersonal skills. Ability to organise own work with minimal supervision
* The ability to use their own initiative and to prioritise own work in response to deadlines.
* The ability to communicate with a range of individuals in a professional and personable manner.
* The successful candidate will be professional, flexible and capable of working independently.
* Excellent verbal communication skills and the ability to deal with a wide range of people.
* Excellent written communication skills and the ability to write clearly and succinctly.
* Numerate and confident in working with numbers.

**Personal Attributes**

* Commitment to civil liberties and an interest in current affairs pertinent to the role.
* Commitment to equal opportunities.
* Willingness to undertake any necessary training for the role.
* Willingness to work as part of a team and to be open-minded and cooperative.
* An open, flexible and positive approach to working in a team environment.

Closing date is 3rd August applications to Claire Sibley (C.Sibley@birnbergpeirce.co.uk)