

<https://giaconsultancy.co.uk/job/legal-administration-assistant/>

Legal Administrator

Description

Are you an efficient administrator, looking for an opportunity to carve out a career within a legal setting?

My client is a long-established and highly regarded law firm with offices in the legal centre of Manchester. An entry level position has arisen which would be ideal for someone with some administration experience, ideally gained within a professional office environment.

Responsibilities

This role is fully office based and day to day duties include:

- Scanning incoming post and distributing to the relevant recipient
- Organising outgoing post including special or hand deliveries.
- Printing, scanning, photocopying and archiving documents and files.
- Liaising with the archiving department for the timely retrieval of documents and files.
- Electronic and paper filing
- Updating data on the in-house case management system
- Taking and relaying telephone messages
- Making outbound calls to check information
- Assisting with the organisation of meetings including booking of rooms and refreshments
- Monitoring and ordering office supplies
- Assisting with the preparation of events
- Undertaking all relevant training as required.

Qualifications

The successful candidate will have a confident and professional telephone manner, strong IT skills and the ability to pick up new skills quickly and effectively. An interest in working in the legal profession would be a distinct advantage, as would an administration qualification.

Job Benefits

In return you can expect a competitive basic salary, ongoing training and development, a range of benefits and excellent working environment and conditions.

Contacts

Applications are now being shortlisted so don't delay, apply today.

Hiring organization

Gia Consultancy

Employment Type

Full-time, Permanent

Beginning of employment

ASAP

Duration of employment

Permanent

Industry

Legal

Job Location

Manchester

Working Hours

Full Time

Base Salary

£ 19000 - £ 20000

Date posted

October 7, 2022

Valid through

28.10.2022