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Legal Support Administrator – 6mth FTC

Description

My client, an international law firm seeks to appoint an experienced Legal Administrator to support fee earners within their Employment & Pensions team. Working on a fixed term contract within their Manchester office, the role requires previous administration experience gained within a professional services environment.

Responsibilities

Duties include but are not limited to:

- Managing the document production process – instructing and checking work produced by the document production team.
- Taking and making client calls, message taking and relaying as appropriate.
- Updating client processes and ensuring the necessary team members are aware of any changes to processes or protocols.
- Handling the administration of opening and closing new client files and archiving accurately once the matter has been concluded.
- Supporting fee earners with business development activities including preparation of presentations, tenders, and directories of clients.
- Management of diaries including booking meeting rooms, accommodation, drafting itineraries and agendas and circulating as required.
- Minute taking and production prior to distribution.
- Assisting fee earners with billing related tasks such as time allocation, disbursements allocation and co-ordination of the WIP process.

Qualifications

To be considered for this role the successful candidate will have a proven track record in a similar role, be an effective communicator and have a client service approach to every task undertaken.

Job Benefits

In return, the firm offers a competitive salary and benefits package, excellent working conditions and opportunities to progress with the firm.

Contacts

Apply now for immediate consideration.

Hiring organization

Gia Consultancy

Employment Type

Full-time, Temporary

Beginning of employment

ASAP for an initial 6 month contract

Duration of employment

6 month fixed term contract

Industry

Legal

Job Location

Manchester

Working Hours

Full time

Base Salary

£ 23000 - £ 29500

Date posted

January 4, 2024

Valid through

31.01.2024