

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

Legal Support Assistant

Description

Are you looking to kick start your career in Business Support? Do you want to work for a law firm at the top of their game?

My client, a leading law firm in the heart of Spinningfields, Manchester, is seeking an ambitious and professional Administrator to join their team.

Key Duties and Responsibilities Include:

- Providing an effective, timely and efficient service to the firm's clients to maintain high client satisfaction and compliance with relevant legislation and/or internal procedures.
- Creating and maintaining accurate and up-to-date records (physical and electronic) of work done on legal matters such as when opening new files, closing files, archiving etc. in the firm's case management system. Ensuring all records are organized, accessible, maintained and kept up to date according to firms' policies and procedures.
- Ensuring confidentiality of the firm and client documentation and information.
- File Opening in line with the firm's processes and the SRA's AML/KYC guidelines.
- Bill processing which may include requesting and collecting cheques, liaising with the firm's Accounts department, taking payments from clients, and checking bank details.
- Assisting with the coordination and distribution of incoming and outgoing daily post (paper and electronic / special, recorded and by-hand).
- Bundle creation and assisting with the collation of documents for the team.
- Providing office support including meeting coordination, preparation of marketing events, and monitoring and ordering of office supplies (i.e. stationery).
- Assisting with new starters/work experience personnel within the team.
- Providing support to the team's Legal Support Executives as and when required.

Knowledge, Skills, and Experience Required:

- IT literacy, particularly with experience in Word, Excel, and Outlook.
- Ability to communicate professionally orally and in writing, with an excellent telephone manner, ability to take messages and provide quality client care.
- Accurate typing skills.
- Willingness to learn and contribute to the team.
- Time management and organisational skills.
- A high degree of attention to detail.
- 6-12 months' administration experience would be advantageous but is not a requirement.

The Rewards

Hiring organization

Gia Consultancy

Employment Type

Full-time, Permanent

Beginning of employment

ASAP

Duration of employment

Permanent

Industry

Legal

Job Location

Spinningfields, Manchester

Working Hours

Full time

Base Salary

£ 24500 - £ 24500

Date posted

September 22, 2025

Valid through

30.09.2025

As well as a rewarding career, my client offers its colleagues many other opportunities and benefits, including:

- A minimum of 25 days' annual leave (increasing with length of service) plus office closure between Christmas and New Year
- Employee Pension Scheme – SMART pension scheme
- Travel Insurance – covering you and eligible family members.
- Death In Service – 3 x basic salary
- Private Medical Insurance (subject to opting in) and option of contributing to add eligible family members.
- Income Protection – cover of up to 75% of salary
- Access to an interest free travel pass/parking loan
- A one-hour early finish, one Friday a month
- Two days a year to do charitable work, with a huge variety of events to get involved in
- The opportunity to participate in sports teams, hobby clubs, and social events.
- Access to our Employee Assistance Programme and trained Mental Health First Aiders
- Annual promotions process open to all.
- Work and employee referral schemes.

Apply today for immediate consideration!