



harrisondrury | solicitors

we make it possible

September 2022

JOB ADVERTISEMENT

Executive Administrator

Commercial Property

TERM:

Permanent

JOB TITLE:

Executive
Administrator

WORKING HOURS:

Full time

TEAM:

Commercial Property

LOCATION:

Flexible

Harrison-Drury is a market leading Firm of solicitors with offices in Lancashire and Cumbria servicing both business and private clients. We have been successful in achieving a place 3 times in the Times Top 100 Best Companies.

We are an employer of choice because we have a culture that challenges the conventional law firm approach and focusses our energy on getting great results for our clients, while attracting and developing brilliant people.

The Commercial Property team are looking to recruit an experienced Executive Administrator to support the busy team. The core purpose of the role is to undertake all departmental administration and the majority of non-chargeable tasks to allow fee earners to dedicate their time to chargeable client work. The role also involves operating a Case Management System, so good IT skills are essential. We are looking for a candidate who is a strong communicator, with keen attention to detail and who is confident working within a busy commercial environment.

www.harrison-drury.com

we make it possible

Typical duties will be:

- Effective administration of the Files (hard copy and on SOS). This includes Matter Opening, Matter Closing, Matter Archiving and data updates during the course of a matter
- Production of files for Fee Earners on request
- Production and filing of documents, copies and scans as required
- Review of Departmental Finances including report production, liaison with clients regarding payment of fees, management of bill process and interaction with Finance
- Ensuring file compliance with relevant regulatory standards and the Office Manual processes
- Production and issue of correspondence upon instruction from the Fee Earner
- Attendance at meetings when required and taking minutes when requested
- Telephone call handling for the team ensuring that messages are captured accurately and passed on in a timely manner
- Diary management for Team events (Team meetings, 1:1s)
- Management of meetings for Fee Earners when requested (including liaison with other party, meeting room booking, car park booking and production of relevant materials / documents)
- Training new Administrators upon request
- Liaison with other Departments regarding Operational issues (e.g. IT / Copier / new starter equipment)

Skills and experience:

- Excellent planning and organisation skills
- Keen attention to detail
- Excellent written and oral communication

Desirable:

Experience of SOS case management system

To apply:

Please apply in writing with your CV to recruitment@harrison-drury.com