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November 2023

JOB ADVERTISEMENT

Executive Administrator

Private Client

TERM:

Permanent

JOB TITLE:

Executive
Administrator

WORKING HOURS:

Full time

TEAM:

Private Client

LOCATION:

Clitheroe and / or
Preston

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 four times in the Times Top 100 Best Companies, including 2024.

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.

We are seeking an ambitious graduate legal administrator to work alongside our current team at either our Clitheroe or Preston office.

The core purpose of the role is to provide support and assistance to the Private Client team, specifically in the area of contentious probate with direct access to clients, courts, referrers and Counsel, and to project in all interactions the positive image and values of the firm.

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JOB ADVERTISEMENT
Admin Assistant



Harrison Drury actively supports internal development and progression so come join us and see where your future can take you!

Typical duties will be:

- To assist partner in contentious probate work
- Dealing with new client enquiries, requests for information and documents. Processing the enquiry and providing responses and solutions.
- Preparation of paper and electronic bundles for Court, mediation, and Counsel
- Being able to deal with clients – must be able to show maturity and empathy, respect and professionalism
- Attending meetings, making notes, liaising with the Court via the CE-filing system, tracking of deadlines
- Drafting letters and emails in relation to the admin functions of all cases
- Maintaining digital case-management files
- Potential for the right candidate to evolve into a qualified position

Skills and experience:

- Excellent written and verbal communication skills
- Empathy, patience and emotional intelligence
- Strong legal academic record
- Experience with all Microsoft Office packages
- Strong appetite to learn and develop
- Polite and Professional
- Good organisational and time management skills
- Ability to use own initiative
- Ability to work as part of a team
- Willingness to adhere to the firm's values

Desirable:

- Basics of non-contentious private client work
- The basic rules governing law firms and the code of conduct
- Civil Procedure Rules

To apply:

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