



January 2024

JOB ADVERTISEMENT

Executive Administrator - Family

TERM:
Permanent

JOB TITLE:
Executive
Administrator

WORKING HOURS:
Full Time

TEAM:
Family

LOCATION:
Kendal

Harrison-Drury is a market leading Firm of solicitors with offices across the North West servicing both business and private clients. We have been successful for a fourth time placing in the Top 100 Best Mid-Size Companies to work for in the UK.

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 Family team are looking to recruit an experienced Executive Administrator to support the team and the role will be based in the Kendal office.

The successful candidate will provide accurate, timely, efficient and professional administrative support to the team. This will enable the team to ensure they operate within compliance standards and produce excellent client service. The role requires operating a Case Management System and so strong 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.

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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 of Case Bundles in accordance with case requirements
- Copying and scanning documents for clients and the team when required
- Production and issue of correspondence (emails and letters) upon instruction/dictation 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
- Handling overflow telephone calls from Reception
- 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)
- Ordering and maintaining stationery
- Provision of refreshments upon request
- All-round support for Kendal branch

Skills and experience:

- Excellent written and oral communication skills
- Commercially aware
- Experience of legal administration work within a family department
- Strong attention to detail
- Good organisation and planning skills with the ability to prioritise work to meet strict timescales where required
- Self Motivated, desire to learn and progress
- Excellent IT skills
- Ability to work as part of a team

Desirable:

- Experience of SOS case management system.