



February 2024

JOB ADVERTISEMENT

Executive Administrator – Corporate & Commercial

TERM:
Permanent

JOB TITLE:
Executive
Admin

WORKING HOURS:
Full Time

TEAM:
Corporate &
Commercial

LOCATION:
Manchester

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 Corporate & Commercial team are looking to recruit an Executive Administrator to support both our Corporate and Employment teams, and the role will be based in our Manchester branch. Candidates must have excellent organisation and time management skills. 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 and management of all department Files (hard copy and on SOS). This includes Matter Opening, ID checks, Matter Closing, Matter Archiving and data updates during the course of a matter
- Diary management / arranging meetings and travel
- Production and filing of documents, copies and scans as required
- Ensuring file compliance with relevant regulatory standards and the Office Manual processes
- Management of bill process and interaction with Finance
- Drafting of documents for clients upon instruction from Fee Earners and under supervision
- Maintenance and updating of case management system as necessary
- Telephone call handling for the team
- Contributing to operational review / continuous improvement initiatives

Skills and experience:

- Experience working within a Corporate and Commercial team
- Excellent written and oral communication skills
- Commercially aware
- 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
- Ability to use tools such as DocuSign and Outlook, and excellent overall IT skills
- Ability to work as part of a team

Desirable:

- Experience of SOS case management system.