

Job description

Job Title: Administrative Assistant
Department: Immigration

Reporting to: A supervising Partner[s]/Associate

Key responsibilities

To undertake administrative tasks and provide support to fee earners within the Department;

Duties will include:

Below is a list of the duties that you will be required to undertake in the role.

- printing, collating and ordering documentation from outsource workers;
- electronic and paper filing;
- printing, sorting and filing emails;
- assisting with the preparation of bundles of documents for Court, Counsel and/or experts;
- lodging documents/ applications at the Tribunal and Court as required by fee earners;
- uploading documents on to the Home Office/Court electronic systems;
- assisting the paralegals/trainees with new client enquiries;
- assisting with the department's archiving as directed by the department's PA;
- becoming familiar with and observing the internal requirements of the firm as to file opening and closure procedures, both electronically and manually;
- becoming familiar with the firm's accounting procedures, and the maintenance of all necessary records and any other administrative requirement;
- taking new client enquiries and responding to those not taken on by the department.

Person specification

It is essential that you are able to satisfy the below specifications. We have indicated when the below are not essential but desirable.

Skills

- Good Communication
- Good Organisational and administrative skills
- Good Word processing skills
- IT (Microsoft 2007 Office suite) including database (*desirable*)

Knowledge

- Manual and electronic file management
- Legal aid procedures (*desirable*)
- Preparing, collating and ordering documentation

Ability

- Attention to detail
- Flexible - change direction and modify
- Good teamwork

Qualities

- Enthusiastic
- Common sense
- Personal integrity
- Initiative