

Job description

Job Title: Administrative Assistant

Department: Immigration, Asylum & Nationality

Reporting to: A supervising Partner[s]

Key responsibilities

To undertake administrative tasks and provide support to the Department's PA and fee earners.

Duties will include:

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

- printing, electronic collating and ordering documentation from outsource workers;
- electronic filing;
- paper filing on occasions;
- electronic filing of emails;
- scanning, naming and electronic saving of incoming post/documents;
- organising electronic filing as directed by fee earners;
- 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;
- completing online forms as directed by fee earners;
- assisting the paralegals/trainees with new client enquiries;
- assisting with the department's archiving as directed by the department's PA;
- emailing outgoing post on behalf of fee earners;
- working closely with the department's PA to ensure the teams' bills are sent out as required by firm's accounting procedures;
- 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/ pdf bundling (*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