

Administrative Assistant/Receptionist (FT or PT)

Administrative Duties:

- Opening cases on our case management system,
- Conducting ID checks
- Scheduling of deeds and documents,
- Organise and maintain paper and electronic filing systems in accordance with recognised procedures and standards,
- Typing and document production,
- Drafting of correspondence as required,
- Incoming and outgoing post management,
- Photocopying and scanning of documents and uploading them into the relevant folders,
- Updating documents on company systems,
- Managing and co-ordinating own daily workflow to be able to support fee earners, practice manger and admin manager,
- File closing and archiving,
- Assisting with notarial admin duties,
- Assisting paralegals with admin tasks as assigned through the task management system,
- Other general administration tasks.

Accounting Duties:

- Billing – Raising, processing, and sending out of bills to our clients via email and post,
- Recording incoming and outgoing payments onto our case management system,
- Processing payment by phone or online using our payment system,
- Processing of Settlement Agreements and ILAs
- Generating debtor's reports
- Additional accounting tasks as assigned.

Receptionist Duties:

- Managing the reception desk at the front of the office,
- Answering the main office phone and directing the client to the correct department, where needed,
- Meeting and greeting clients in a professional manner,
- Monitoring stationery stock and raising order requests,
- Alerting fee earners of client arrival and keeping them up to date with any relevant issues that may arise,
- Keeping reception area clean and tidy.

Please note that this list is not exhaustive and other ad hoc duties are likely crop up.