



## PA/Leeds Office Administrator

### Leeds

#### Background

Devonshires is a leading law firm with offices in London, Leeds and Colchester. We provide high quality legal services to our UK and international clients. We are recognised as a medium-sized niche firm, specialising in commercial/corporate, civil litigation, community housing, employment, projects and property especially in the area of social housing.

#### Job Purpose:

To provide comprehensive secretarial and admin support to the Leeds office (currently consisting of 4 Partners, 4 Solicitors and 2 Paralegals).

#### Main Duties and Responsibilities:

*This is not an exhaustive list and from time to time it may be necessary to vary these to meet the department and business needs.*

- To provide PA support to the Partners in order to facilitate management of the Leeds office;
- General administrative support for the office e.g. filing, photocopying, managing post, opening files, archiving;
- Audio and copy typing and document processing;
- Drafting and formatting documents and any other relevant documentation as directed;
- Diary management for the Partners and Solicitors;
- Preparing travel itineraries and booking transport as required;
- Responsibility for the organisation of meetings and seminars;
- Receiving phone calls from clients; routing them or taking messages as appropriate, liaising with external clients;
- Producing bills and dealing with invoices;
- Producing frequent summaries of accounts ledgers and ensure that all balances are tidied or cleared wherever possible;
- Assisting with marketing and business development documentation where needed;

- Organising and maintaining tidy and accurate files both in hard copy and electronically;
- Replenishment of office supplies in conjunction with facilities;
- Working with Facilities Manager and Assistant Facilities Manager to ensure that all health and safety guidelines are adhered to;
- Ad-hoc duties.

#### **Attributes and Skills Required:**

- A high attention to detail to produce work / documentation which is consistently of a high standard;
- A typing speed of +60wpm, together with relevant legal secretarial experience;
- Experienced in both audio and copy typing;
- An advanced knowledge of Word applications such as auto-numbering, bookmarks and track changes;
- Ability to co-ordinate large documents using Word;
- Familiar with MS PowerPoint, Excel, Outlook and Internet applications;
- Excellent communication skills, both written and verbal;
- Ability to prioritise workload to increase efficiency for the team;
- Shows initiative and is self-motivated;
- Able to convey clear and concise information to clients and external organisations, which will not compromise the practice or the firm.

If you would like further details or wish to apply for this position please email your CV and covering letter direct to [support.recruit@devonshires.co.uk](mailto:support.recruit@devonshires.co.uk) and also complete the diversity monitoring questionnaire which can be accessed by [clicking here](#).

*Devonshires Solicitors LLP is committed to providing equal opportunities in employment and to providing a workplace free from discrimination and harassment. As such all job applicants, employees, partners and third parties who come into contact with us, will receive equal treatment, regardless of age, disability, gender re-assignment, marriage and civil partnership, trade union activities, pregnancy and maternity, race, religion or belief, sex or sexual orientation. We welcome applications from groups where we are currently under-represented. For this reason we ask that all candidates complete the [recruitment monitoring survey](#) in complete confidence for statistical purposes in order that we can effectively monitor how well our Diversity procedures are working. To review our policies on Diversity & Inclusion and Dignity at Work please visit our recruitment pages at [www.devonshires.com](http://www.devonshires.com).*