



## Team Administrator

### *Housing Management and Property Litigation - Leeds*

#### **Job Purpose:**

We are recruiting a Team Administrator to work within our Housing Management and Property Litigation Team.

Based in our Leeds office the role is to provide comprehensive administrative support to the Housing Management & Property Litigation teams located in Leeds and London, in addition to general office support including reception cover, post organisation and other ad hoc duties as required. Due to the nature of the role, the candidate will be required to work in the office full-time.

#### **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.

- Diary management for the fee earner(s);
- Prepare comprehensive travel itineraries and book transport and accommodation as required;
- General administrative support for the department and office e.g. filing and photocopying; provision of lunch time and holiday reception cover;
- Receive phone calls from clients; routing them or taking messages as appropriate, and liaise with external clients;
- Produce bills, deal with invoices and liaise with clients in respect of the same ensuring to get PO Numbers and invoice instructions;
- Produce frequent summaries of accounts ledgers and ensure that all balances are tidied or cleared wherever possible then archiving files as appropriate;
- Produce and maintain case lists and spreadsheets;
- Organise and maintain tidy and accurate files both in hard copy and electronically;
- Manage workload capacity and provide regular updates to the Secretary Co-ordinator;
- Document processing;
- Formatting documents and any other relevant documentation as directed;
- General office support, such as providing assistance to colleagues, stationary stock control and other ad hoc duties such as delivery of documents to Court/clients.

#### **Person Specification**

##### **Essential skills**

- A high attention to detail to produce work / documentation which is consistently of a high standard;
- Experience of providing administrative support within a busy team;
- An advanced knowledge of Word applications such as auto-numbering, bookmarks and track changes;
- Ability to co-ordinate large documents using Word;
- Very competent with MS PowerPoint, Excel, Outlook and Internet applications;
- Excellent communication skills, both written and verbal;
- Confident and polite telephone manner;
- Ability to prioritise workload to increase efficiency for the team;
- Shows initiative and is self-motivated;
- Numeracy skills;
- 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](#).

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