



## Team Administrator – Fixed Term

### **Job Purpose:**

We are recruiting a Team Administrator to work within our Construction Team on a six-month fixed term contract.

Based in our London office the role is to provide comprehensive administrative support to the team in 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.

- General administrative support for the department and office e.g. photocopying, couriers, post and archiving files;
- Booking meeting rooms for internal and external client meetings;
- Assisting with set up and catering requirements for client seminars and in-house training;
- Providing billing assistance where requested including engrossing invoices;
- Prepare travel itineraries and book transport and accommodation as required;
- Managing department subscriptions;
- To provide cover and support to the other secretaries within the team as and when requested;
- Manage workload capacity and provide regular updates to the Secretary Co-ordinator;
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### **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 large team;
- 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](#).

**All recruiters must submit their candidates' CV via our HR team or using the recruitment inbox listed above. Only HR can agree terms of business with third parties, provide the appropriate privacy notice to be shared with candidates and ensure that the firm maintains its commitments to LEXCEL, ISO27001 and Equality Diversity & Inclusion.**

*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 identity, 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).*