



Team Administrator Securitisation, London

The Firm:

Devonshires has been based in the City of London for more than 150 years. From our offices in London, Leeds, Birmingham, and Colchester we provide legal services to clients throughout the UK.

We are recognised by Legal 500 and Chambers UK as a medium-sized niche firm specialising in banking, construction, commercial litigation, corporate, employment, projects, and property. Our main client base is Registered Providers of social housing, and the Firm is ranked Tier 1 for its work in this area. We also act for a number of private developers and investment funds. Over the past few years, we have grown significantly and now have over 300 employees and partners and a growing international reach.

Job Purpose:

We are recruiting a Team Administrator to work within our Securitisation Team on a full-time basis.

Based in our London office the role is to provide comprehensive secretarial and administrative support to the London team (consisting of 3 Partners, 7 Solicitors and 3 Paralegals), provide support to the Colchester team (consisting of 1 Partner, 4 Solicitors, 1 Trainee Legal Executive and 7 Paralegals) as well as provide occasional support to the Leeds team (consisting of 1 Partner, 4 Solicitors, 1 Trainee Solicitor 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.

- General administrative support for the department e.g. photocopying, couriers, post and archiving files;
- Deal with the Land Registry portal to undertake pre-completion searches, submit applications and obtaining title documentation;
- Deal with post-completion registrations at the Land Registry and the FCA;
- To ensure that all post-completion documentation is checked thoroughly once received back from the Land Registry and FCA and send this on to the other side;
- Assisting fee-earners with requesting third party documents and chasing these items where required;
- To assist with marketing and business development documentation where needed;
- Organise and maintain tidy and accurate files both in hard copy and electronically;

- Manage workload capacity and provide regular updates to the Senior Team Administrator and Line Manager;
- To provide cover and support to the other secretaries within the team as and when requested;

Person Specification

Essential skills

- A high attention to detail to produce work / documentation which is consistently of a high standard;
- 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;
- 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 and also complete the diversity monitoring questionnaire which can be accessed by [clicking here](#).

Devonshires Solicitors 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