



Team Administrator

Securitisation – Leeds office

Background

Devonshires has been providing legal services for more than 150 years, originally from our head office in the City of London and, since February 2017, from our northern base office in Leeds. We also have offices in Birmingham and Colchester. We act for a significant number of charities, Housing Associations and Regulators. We are a “full service” firm with specialists in Banking, Commercial/Corporate, Litigation, Housing, Employment, Projects & Property. Over the past few years we have grown significantly and now have approximately 330 employees.

Job Purpose:

To provide comprehensive admin support to the Leeds team (currently consisting of 1 Partner, 4 Solicitors, 1 Trainee Solicitor and 2 Paralegals) and support to the wider Securitisation team based out of London and Colchester.

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 the wider Leeds office when required e.g. filing, photocopying; managing post, archiving, arranging couriers and occasional reception cover

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;

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, Office Manager and Line Manager;

Attributes and Skills Required:

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;

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](#).

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 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