



IT Coordinator, IT Team (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 throughout England and Wales. Our clients range from some of the world's largest multi-national corporations to private individuals. We act for a significant number of charities, housing associations and Regulators. We would describe ourselves as "full service" with specialists in Commercial/Corporate, Civil Litigation, Housing, Employment, Real Estate & Projects & Property Development. Over the past few years, we have grown significantly and now have approximately 350 employees and a growing international reach.

The IT Team:

We are a dynamic, lean, and agile team providing IT business and support services across all four offices for our employees and partners. We pride ourselves on our ability to assist in delivering a quality service to all our clients.

We provide support and training to our users, develop internal applications, and we are constantly looking at how we can improve the user experience and provide our users with the best solutions enabling them to work smarter.

This role represents the ongoing growth of our team and the firm's commitment to developing IT capabilities across Devonshires.

Main Duties and Responsibilities:

The role combines clerical duties with IT administrative tasks to support the smooth operation of the IT function.

- **Data Entry and Management:** Entering and updating data in various IT systems, ensuring accuracy and consistency.
- **Documentation:** Preparing and maintaining IT-related documents, such as user manuals, system documentation, and reports.
- **Inventory Management:** Keeping track of IT equipment and supplies, ensuring that inventory is up-to-date and properly maintained.
- **Scheduling and Coordination:** Organising and scheduling IT-related meetings, training sessions, maintenance activities and liaison with internal business support units e.g. HR and Compliance.
- **Correspondence:** Handling IT-related correspondence, including emails, phone calls, and internal communications.
- **Filing and Record Keeping:** Maintaining an organised filing system for IT documents, ensuring easy retrieval and compliance with data retention policies.

- **Supplier Management:** Onboarding and maintaining 3rd party suppliers and partners, license management and reporting.
- **IT Admin Support:** Ensuring new starters and leavers are processed in a timely and accurate manner.

The above list is not exhaustive. We operate a small IT team and all members support each other at busy times, regardless of formal job role and responsibilities.

Qualifications and Skills:

- Minimum of five 4-9 grades at GCSE or equivalent including grade 6 in English & Maths.
- Microsoft Office 365 skills.
- Demonstrable experience in a similar role e.g., three+ years working in a legal IT environment.
- Excellent time management skills with the ability to prioritise workload, to have a flexible approach to ensure all deadline are met.
- Must be able to work as part of a team and possess excellent communication skills.
- A high attention to detail to produce work/documentation which is consistently of a high standard.
- An enthusiastic personality with a service orientated approach.

Desirable skills:

- iManage DMS.
- Degree qualified.

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 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.