

JOB SUMMARY - GROUP LEGAL ADMINISTRATOR

The Group Legal Administrator will provide support to Solicitors and Trainee Legal Executives across the department in handling cases and preparing for hearings and meetings. The Administrator will perform administrative and clerical tasks as well as legal research. They will maintain case files, draft legal documents and support the building of up to date legal precedent bank.

Areas of law and specialism will include, but not be limited to, Commercial Property, Commercial and Business Practice, Commercial Contracts, Trusts and Equity, Finance, Employment, Intellectual Property and Information Technology. The Administrator is expected to perform additional ad hoc functions to assist other departments within the office as required.

Principal Accountabilities:

- Performing research on applicable regulations and laws as required.
- Setting up and organizing file papers and any other necessary documents in respect of individual instructions and case files for qualified individual lawyers to review.
- Keeping client files organised and up to date in paper and/or electronic format and keeping risk ratings and notes in any work tracker spreadsheets up to date.
- Conducting conflict checks, AML checks and file opening in accordance with procedures.
- Raising commercial searches such as ID verification searches, Property searches (Local, Water and Drainages, Environmental, Chancel), HM Land Registry Searches, Companies House searches, IP registry and Trademarks searches.
- Conducting completion of HM Land Registration applications and submissions alongside dealing with any requisitions on title.
- Obtaining copies of planning documentation.
- Obtaining indemnity policy quotations and arranging for the policy to be put in place as needed. Understanding and awareness of compliance Solicitors Regulatory Authority (SRA) and Financial Conduct Authority (FCA) regulations in this area.
- Draft formal legal documents, such as contracts and pleadings, as well as correspondence with clients and other parties as directed by supervising Solicitor or Lawyer.
- Assisting during meetings with Clients or Company Board by taking notes, and putting meeting packs together.
- Compiling all filing requirements for the department and organising files and file reviews as needed in paper or electronically.
- Arranging meetings with other areas of the business and in department.
- Contacting clients to investigate cases and keep them apprised of the case's status.
- Attending to basic clerical tasks, such as photocopying, making and receiving phone calls, telephone notes and fielding correspondence.
- Recording and handling all incoming and outgoing post duties, including scanning.
- Keeping the department filing and store cupboard clean and tidy at all times.
- Generally assisting the department on any other ad hoc areas such as monitoring sundries, refreshments and stationery.
- Documenting and filing away all Safe custody of Asset Documents as needed.
- Processing of clients instructions and any related task activity accurately and to the service standards set by the Company, at all times maintaining confidentiality and demonstrating discretion.
- Building good relationships with clients and business introducers.
- Answering incoming calls politely, professionally and efficiently using the Company's telephone system, re-direct calls as appropriate and take detailed messages when required.
- Meeting and greeting guests and clients.
- Ensuring that client deadlines, all internally agreed key performance indicators, service standards and regulatory reporting requirements are met.

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The ideal candidate must possess a high degree of interpersonal skills and utilise these to build trust and confidence across the Company. They must also be courteous and helpful at all times. The ideal candidate must also have 1-2 years of paralegal / legal secretarial experience and be educated to a minimum of degree level/related legal qualification.

This is a full time vacancy.

Office hours are 9.00am - 5.30pm Monday to Thursday, 9.00am - 5.00pm Friday.

The vacancy will be based at 3 Temple Quay, Temple Back East, Bristol, BS1 6DZ

Start date: Immediately

Duration: Permanent

Person specification: A full Job Description is available on request.

All candidates will be asked to confirm their eligibility to work in the UK at interview stage, and to provide evidence of it on appointment. Please note that successful candidates will be subject to a criminal records and personal credit check.

How to apply: Please send your CV, along with a brief covering email to - recruit@curtisbanks.co.uk