



Job Description

Job title: Global Support Administrator

Department: Global Support Team

Jurisdiction: Jersey

Purpose of the role

This role is to provide comprehensive and confidential administration support to partners, fee earners and the wider business (including business services) in line with our Global Support model.

Key Responsibilities

- Answer incoming telephone calls, taking and relaying accurate messages where necessary. Where appropriate, arrange and set up conference and outgoing calls
- Supporting the fee earners and wider teams with hand delivering of urgent documents when required
- Undertake audio and copy typing of correspondence, emails, internal memoranda, format documents in house style and maintain precedent documents, produced in line with the firm's policies
- Ensure active files are kept up to date (including filing of emails and correspondence) and closing matters when concluded
- Assist with preparation of invoices and follow up of payments with clients by implementing early intervention process and updating the internal accounting database (Elite)
- Organise in-house and external meetings
- Organise travel and business development events
- Take ownership of allocated administrative tasks
- Support other team members in busier periods
- Maintain professional contacts on in house system (Interaction) including entry of marketing activity
- Actively participate in team meetings, social events and such other duties as the firm may reasonably require from time to time
- Maintain online filing system, ensuring that filing is carried out on a regular basis
- Supporting the fee earners and wider teams with generic administrative tasks such as photocopying, scanning as well as managing Microsoft Outlook applications
- Piloting new technology (i.e. internal systems and tools)

Competencies

- Administrative experience within a legal or professional services environment would be preferred but not essential as full training will be provided
- Accurate typing skills with attention to detail - audio and copy
- Proficient in Word/Outlook and a working knowledge of Excel
- Good organisational skills with an ability to efficiently and effectively manage own time and prioritise workload
- A willingness to embrace innovative and technological changes within the team and the wider organisation
- Pro-active, positive attitude with a strong desire to learn and develop within a forward thinking leading law firm

Job description (cont.)

Contact

To apply for this role please send your CV to recruitment@ogier.com

Regulatory information can be found at ogier.com