



Job Description

Job title: Administration Assistant
Department: Global Support Team
Jurisdiction: Guernsey

Purpose of the role

This role is to provide a comprehensive and confidential secretarial service to the Guernsey office and working as part of the Global Support Team.

Key Responsibilities

- Undertake audio and copy typing of correspondence, emails, internal memoranda, complex documents, briefing notes and precedents, produced in line with the firm's policies
- Assist with preparation and sending out of invoices, following up of payments with clients by implementing early intervention process and updating the internal accounting database (Elite), ensuring Counsel fee invoices are uploaded with the correct date ranges
- Organise Business Development meetings, including booking of restaurants and/or hotels, travel arrangements, preparing full itineraries, collating all supporting material and submission of associated expense claims
- Develop a working knowledge of Court procedures and Court filing instructions contained in Practice Directions issued by the Court
- Assist Court Clerk and/or secretaries acting as Court Clerk with producing the weekly Court Agenda and filing Court papers as well as maintaining an electronic court agenda record
- Ensure Pleadings files are kept up to date by ensuring all Court papers are filed in chronological order as well as maintaining electronic and paper based filing system, ensuring that filing is carried out on a regular basis, undertake photocopying, scanning and manage Microsoft Outlook application.
- Assist members of the dispute resolution team with handling large volumes of work, especially bundling for Court in order to meet deadlines
- Answer incoming telephone calls, taking and relaying accurate messages where necessary. Where appropriate, arrange and set up conference and outgoing calls
- Maintain diaries and task lists as necessary, and ensure that individuals are prepared and available for meetings at the appointed time
- Ensure that all new client matters are accurately set up on Elite, including research to satisfy due diligence requirements
- Ensure active files are kept up to date (including filing of emails and correspondence) and closing matters when concluded
- Take ownership of allocated administrative tasks
- Support other team members in busier periods across all the teams, including providing cover on reception if required
- Ensure adequate supplies of stationery stocks are maintained, especially branded folders for use in Court
- Maintain professional contacts on in house system (Interaction) including entry of marketing activity and, where required
- Actively participate in team meetings, social events and such other duties as the firm may reasonably require from time to time.

Job description (cont.)

Competencies

- A minimum of 3 years' experience in a Secretarial role within a legal or professional services environment
- Previous experience working within a dispute resolution department
- Fast and accurate typing skills with attention to detail - audio and copy
- Proficient in Word/Outlook and a working knowledge of Excel
- Administrative and document management experience
- Superior organisational skills, with a disciplined approach to documentation
- Ability to efficiently manage own time and prioritise workflow.

Contact

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

Regulatory information can be found at ogier.com