**JOB DESCRIPTION**

# Title: ADMINISTRATOR - Bristol Office

**A. Role:**

To provide administrative support for the staff in Bristol office.

**B. Duties and Responsibilities:**

Together with our Bristol PA/Office Manager you will ensure a smooth running of the office. Your job will be to help her with tasks which will include those listed below and to cover for her when she is out of the office and during her periods of leave. Your duties will include:

* Filing
* Preparing and printing files to go to costs draftsmen
* Archiving
* Processing files in/out of temporary store
* Any other admin duties that may be required
* Preparing standard letters to be sent to clients

General:

* Attending firm meetings as required
* Providing cover to colleagues as necessary
* Compliance with the firm’s equal opportunities policy

**C. Standard of Performance:**

* You are expected to learn the firm’s procedures and perform them competently and reliably.
* You are expected to type accurately and ensure that correspondence presented to a high standard.
* You are expected to develop expertise in using the firm’s word-processing and associated software (currently SOS Connect case management system and Microsoft Office running in Windows – Word and Outlook).
* You are expected to pass messages on promptly and to consult with one or other of the partners if an urgent message is not going to be acted upon.
* You are expected to assist with the administrative tasks of the firm so as to ensure that the firm runs smoothly and that a service of a high standard is provided to clients and all with whom the firm has contact.
* You are expected to behave politely and professionally to all other members of staff, clients and others you come into contact with during the course of your employment.

**D. To Whom Responsible:**

You are responsible to the Office Manager and act under the direction of the PA.

**Outline Terms and Conditions of Employment**

Hours of work: Tuesdays, Thursdays and Fridays 9.30am to 5.30pm with an unpaid lunch break of one hour.