Job Title:	Executive Support Assistant (Part-time Monday & Tuesday)
Reporting to:	Unit Manager
Supervisory Responsibility:	None

Job Purpose:

- Performs a full secretarial function within the Unit.

In addition to sound secretarial skills, including the ability to communicate clearly and effectively, this position requires a good understanding of the procedures of the Unit and the Fast Track accident work conducted in the Unit together with an ability to make appropriate decisions to organise and plan work, and use the equipment provided to the highest standard.

Areas of Responsibility:

- Produces a range of standardised and routine documentation, letters, emails, reports and forms using both legal and routine vocabulary, adjusting spelling, punctuation and grammar as appropriate.
- Sorts, copies and paginates documents where required.
- Has a good working knowledge of TCMS.
- Screens telephone calls, answering routine questions, taking messages and/or referring callers to appropriate sources.
- Maintains diaries, arranges appointments, meetings including conferences with Counsel, travel and accommodation as required.
- Receives and assesses incoming mail, making diary entries as necessary in accordance with systems and procedures.
- Receives and assesses all incoming material into the Unit, dispersing material as appropriate and undertaking any necessary information collation and filing.
- Maintains filing and/or record systems.
- Performs routine file finishing activities including the preparation of VAT invoices and bills.
- Undertakes a variety of administrative routines without supervision in order to ensure the smooth running of the specialisation area/team.

- Liaises with clients, defendants, witnesses and experts and obtains information as necessary.
- Undertakes data entry in relation to TCMS.
- Transcribes dictation where necessary within the NLU (will be rarely required).
- Performs all other suitable activities from time to time as may be necessary to assist with the smooth running of the Unit and/or branch.

This list is not exhaustive.