

JOB DESCRIPTION

Job Title:	Admin Assistant
Reporting to:	Unit Manager
Supervisory Responsibility:	None

Job Purpose:

To provide an effective and comprehensive administrative service to the Unit, which will include the following main areas:

- Deal with the receipt and delivery of mail and sorting and filing material within the firm's standard systems.
- Perform data input and retrieval operations using Thompsons' computer system.
- Perform clerical, administrative and/or IT support tasks e.g. case opening and closing, photocopying, filing, post folding.
- Assistance and cover for other members of the Unit as required from time to time and as directed by the Unit manager.

Areas of Responsibility:

- Assists with sorting of incoming mail and DX.
- Assists with collection, packaging, franking and dispatch of outgoing mail and DX.
- Collects and delivers mail to various departments within the office in line with the standard time schedule. Ensuring postroom is kept in a tidy and easy accessible manner.
- Organises special post office and courier deliveries and makes necessary deliveries to post office, counsel's chambers and other locations as required.

- Carries out messenger duties as required i.e. taking and passing on messages in line with the standard time schedule.
- Sorts and files items in accordance with the prescribed filing system.
- Locates and extracts clearly identifiable material from files as requested.
- Checks file references and provides specified information to satisfy queries as required.
- Data entry using TCMS e.g. new cases, cheque processing.
- Photocopies and shreds documents as requested.
- Checks the operation of simple post room equipment e.g. fax, scales, franking machines, photocopier and the availability of sufficient stationery and franking machine balances, taking action to provide replenishment as necessary.
- Will assist by undertaking other work as required, including for example:-
 - Undertaking costs breakdowns
 - Undertaking data entry on TCMS
- Undertakes file closure including billing.
- Obtains and returns archived files from storage.
- Assists with all deliveries and collections of files, paper equipment and other materials.
- Receives, welcomes, books and refers visitors to the relevant individual, contacting the most appropriate individual/manager for unexpected callers.
- Administers bookings for meeting rooms.
- Operates fax machine and administers incoming and outgoing faxes.
- Maintains reception area in a tidy condition, updating promotional literature displays and press cuttings regularly.
- Accepts deliveries and promptly advises addressee for collection.
- Library filing and updating.
- Closing down of completed files as required.
- IT support - performs daily back ups, file transfers and housekeeping/file maintenance activities.
- Copy/audio typing duties as required.

- Other general clerical duties as required.
- Training team colleagues on any admin team member duties as necessary.

This list is not exhaustive and may vary.