

Business Administrator

Holmes & Hills are a large regional law firm, which has grown significantly in recent years and who are continuing to grow. We currently have over 100 employees spread over our five offices across Essex and Suffolk.

The Firm's team of solicitors and legal professionals have earned a reputation for offering a wide range of specialist legal services to individuals, businesses and local authorities across the South East and East Anglia.

Holmes & Hills has several departments specialising in a wide range of private client and commercial work. The firm prides itself on providing expert legal services whilst keeping control of costs. For more information on who we are please see our website www.holmes-hills.co.uk

THE ROLE:

In this role you will provide a wide range of administrative and file management tasks. The prime role of the Business Support Team is to assist each team in operating at optimum efficiency across all offices. As part of the Business Support Team you are expected to use a high degree of self-management and initiative and should be able to multi task.

THE DAY TO DAY:

Your day to day work will include but will not be limited to:

- File opening for all teams across the firm, producing files in accordance with the teams requirements
- Entering all contacts on to SOS, entering ID requirements and scanning in ID requirements as agreed
- Archiving
- Photocopying and scanning, including medical records and saving into SOS
- Preparing Bundles
- Transferring medical records onto disc
- Travelling to other offices to suit business needs
- Retrieving Wills/Deeds retrieval and storage, ensuring the relevant documentation is kept up to date in accordance with the Firms policy
- Other ad hoc duties such as preparing the mail and enclosures for dispatch and covering reception

WHAT EXPERIENCE DO I NEED?

This role will suit someone looking for their first administrative role. You should be comfortable with all Microsoft Office applications and have a willingness to learn and continue to develop within a professional environment.

WHAT SKILLS SHOULD I HAVE?

- Good communication skills
- Team Player
- Great attention to detail
- Flexible
- Good at prioritising and organising your workload

