

JOB DESCRIPTION

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| JOB TITLE: | OFFICE ADMINISTRATOR |
| NAME: | XXXX |
| OBJECTIVE: | To provide secretarial and clerical support to fee earners in the practice. |
| RESPONSIBLE TO: | Partners |

KEY TASKS

Delete where appropriate

1. Audio word processing
2. Liaising with clients when necessary in the office and by telephone
3. Liaising with others by telephone
4. Relief reception duties
5. Maintain (central) diaries and make appointments when required
6. General Administration duties for the firm
7. Updating legal reference materials
8. Photocopying as required
9. Checking Contract and other payments and distribution thereof to the partners
10. Consumables ordering
11. Arranging janitorial services
12. Maintenance of office petty cash and banking
13. Contribute to maintaining a safe and healthy working environment
14. Contribute to maintaining and improving office procedures
15. Any other duties which from time to time are required by the firm

JOB SKILLS REQUIREMENT

| | ESSENTIAL | DESIRABLE |
|------------|---|------------------------------------|
| SKILLS | Strong inter personal skills. Word processing. Literate and numerate. | |
| KNOWLEDGE | Confidentiality requirements. | The firms word processor software. |
| EXPERIENCE | Experience as a legal secretary. | Experience as a receptionist. |