**Job description**

*ed 28.6.2017*

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| Name |  | Role | Office Assistant | Responsible to |  |

1. **Required qualifications, skills and experience**

The employee will have the following attributes:

* 1. a pleasant attitude in dealing with colleagues and clients;
  2. an ability to prioritise and manage a number of assignments with differing degrees of urgency for other office personnel;
  3. be personally efficient and well organised;
  4. a reasonable aptitude for word-processing and use of spreadsheets.

1. **The role**

The role is to assist in the smooth running of the practice by providing a range of support services to the firm and to provide support to all members of the firm including cashier, receptionists and secretaries.

1. **Principal tasks**

These include but are not limited to:

* 1. preparing post for despatch
  2. making deliveries around Ledbury
  3. acting as relief or cover receptionist
  4. administration of the facsimile machine
  5. administration of the office photocopiers and scanners
  6. ensuring the tidiness of the stationery cupboard, general office and reception areas
  7. undertaking clerical and administrative duties as may reasonably be required by the whole office.
  8. providing support to all other legal secretaries/support staff within the office as required including covering for absences due to training, holiday and sickness
  9. carrying out all shredding for the office
  10. archiving of files, deeds and documents
  11. purchase of office consumables and stationary and ensuring same are stored in an organised and efficient manner
  12. keeping all archives, deeds and documents in storage in good and proper order and accurately recorded in the firm’s indices and records
  13. maintaining records of deeds and documents released or accepted for storage by the firm
  14. filing paper and electronic documents correctly and efficiently
  15. fetching and putting back into storage archive files, deeds and documents at the request of other members of the firm
  16. assisting the secretaries with document and letter production
  17. providing refreshments for staff and clients when asked to do so
  18. undertaking any specific training when required to do so and overall to have responsibility towards self-development
  19. ensuring confidentiality of all firm’s and clients’ documentation and information at all times
  20. such other tasks as the firm shall from time to time require.