

Key information	
Job title	Administrator
Department:	Secretarial Services
Team:	Business Services Centre (BSC)
Reports to:	Administrative Team Leader
Hours:	7 hours/day between 09:00 – 17:30 on a rota basis – HYBRID

Why Forsters?

We are renowned for our private wealth and real estate focus, together with our strong corporate and commercial and dispute resolution teams. We work alongside individuals, families and businesses across a wide range of complex matters and situations.

What makes us different is how we build closer connections with our clients to deliver exceptional results. We do it through creating genuine relationships, a sharp focus on what matters to them and the flexibility to adapt our advice to their situation.

When you come through our door, you'll notice how genuinely open, friendly and authentic people are. We work well together because we have fun together. We take your happiness and wellbeing seriously. Here, you are free to express yourself and be the best you can be.

Delivering exceptional results takes on a different meaning at Forsters. For us, it's about being more closely connected to clients, each other and our communities. It's what drives us, them and you forward.

Forsters: Closer connections. Exceptional results.



What sort of work?

We have an exciting opportunity to join our Business Services Centre team as an Administrator.

The main responsibilities of the role include:

- Saving documents to the document management system and liaising with the Reprographics Department for scanning where required
- Complete document engrossments in conjunction with the EAs/secretaries, including the binding or other 'finishing' of documents.
- Create, prepare and assemble sales packs, court bundles and other exhibition materials.
- Assist with the assembly or preparation or maintenance of court bundles and other exhibits.
- Assist with specific projects for Legal and Support Departments, providing general office administrative support.
- Demonstrate teamwork, provide cover within the team with flexibility to swap days working in the office where necessary.
- Demonstrate enthusiasm to learn the requirements of key clients to ensure the correct processes and procedures are followed.
- Undertake all other necessary tasks to support efficient filing administration process including ensuring online registers are up to date, document management as necessary including saving documents to DMS and datasites and effective liaison with support teams to ensure effective completion of tasks.
- Complete small or individual copying tasks that must be retained within the practice areas or are otherwise not suitable for completion by the Reprographics Department.
- Proactive use of the workflow management tool in order to take full ownership of all tasks from start to finish ensuring that deadlines and business needs are met and communicated to users.
- Deliver excellent customer service to internal clients by developing a good understanding of and awareness of partners, lawyers and department secretaries and practice areas as well as an understanding and awareness of the department's working practices, quality standards, professional ethos and service delivery.
- Proactivity in identifying ways to improve processes and ways of working, spotting opportunities to contribute to the continual improvement of the General Administrative team.

Why this team?

We are leaders in our field and you will be part of a team with an outstanding reputation, working with high quality clients on high quality matters delivering exceptional outcomes. We will encourage you to be entrepreneurial, explore ideas and make your mark. We will provide you with the support you need to grow professionally and personally to reach your full potential.

What is the environment?

You'll be in an environment of happiness, collaboration and flexibility. We take our work seriously and being happy and having fun is an integral part of that. We work both in and out of the office in Marylebone depending on what's best for our clients, our team, our business and our professional growth.

Are we right for you?

We are looking for you to bring your energy and enthusiasm to work every day and to collaborate and work with colleagues as one team, to listen and consider each other. We ask you to take responsibility for your growth and development, share your ideas and let us know what you want to achieve. We are looking for you to get involved in our responsible business activities, pro bono, community and sustainability initiatives.

Other skills required:

- Recent office administrative experience ideally gained within a law firm or another professional services firm.
- A good typing speed with a high level of accuracy.
- A good understanding of Word, Excel and Adobe.
- Previous knowledge of a document management system is desired but not essential as training will be provided.
- Some experience of legal documents.
- Very good attention to detail and accuracy.

Equal Opportunities

Forsters LLP is an equal opportunities employer and is committed to ensuring an inclusive and accessible hiring experience for everyone.

We strive to attract and encourage applications from all candidates regardless of their gender, age, race, nationality, marital status, disability, sex, sexual orientation or religious beliefs.

If you require any support or adjustments in the application or hiring process, please let us know.

www.forsters.co.uk

