



Team Administrator

Housing Management and Property Litigation – London – six month fixed term contract

The Firm:

Devonshires has been based in the City of London for more than 150 years. From our offices in London, Leeds, Birmingham, and Colchester we provide legal services to clients throughout the UK.

We are recognised by Legal 500 and Chambers UK as a medium-sized niche firm specialising in banking, construction, commercial litigation, corporate, employment, projects, and property. Our main client base is Registered Providers of social housing, and the Firm is ranked Tier 1 for its work in this area. We also act for a number of private developers and investment funds. Over the past few years, we have grown significantly and now have over 300 employees and partners and a growing international reach.

Job Purpose:

We are recruiting a Team Administrator to work within our Housing Management and Property Litigation Team on a six month fixed-term basis.

Based in our London office the role is to provide comprehensive administrative support to the Housing Management & Property Litigation team located in London, in addition to general office support including post organisation and other ad hoc duties as required. Due to the nature of the role, the candidate will be required to work in the office full-time.

Main Duties and Responsibilities:

This is not an exhaustive list and from time to time it may be necessary to vary these to meet the department and business needs.

- Diary management for the fee earner(s);
- Prepare comprehensive travel itineraries and book transport and accommodation as required;
- General administrative support for the department and office e.g. filing and photocopying
- Receive phone calls from clients; routing them or taking messages as appropriate, and liaise with external clients;
- Produce bills, deal with invoices and liaise with clients in respect of the same ensuring to get PO Numbers and invoice instructions;
- Produce frequent summaries of accounts ledgers and ensure that all balances are tidied or cleared wherever possible then archiving files as appropriate;
- Produce and maintain case lists and spreadsheets;
- Organise and maintain tidy and accurate files both in hard copy and electronically;

- Manage workload capacity and provide regular updates to the Secretary Co-ordinator;
- Document processing;
- Formatting documents and any other relevant documentation as directed;
- General office support, such as providing assistance to colleagues, stationary stock control and other ad hoc duties such as delivery of documents to Court/clients.

Person Specification

Essential skills

- A high attention to detail to produce work / documentation which is consistently of a high standard;
- Experience of providing administrative support within a busy team;
- An advanced knowledge of Word applications such as auto-numbering, bookmarks and track changes;
- Ability to co-ordinate large documents using Word;
- Very competent with MS PowerPoint, Excel, Outlook and Internet applications;
- Excellent communication skills, both written and verbal;
- Confident and polite telephone manner;
- Ability to prioritise workload to increase efficiency for the team;
- Shows initiative and is self-motivated;
- Numeracy skills;
- Able to convey clear and concise information to clients and external organisations, which will not compromise the practice or the firm.

If you would like further details or wish to apply for this position please email your CV and covering letter direct to support.recruit@devonshires.co.uk and also complete the diversity monitoring questionnaire which can be accessed by [clicking here](#).

All recruiters must submit their candidates' CV via our HR team or using the recruitment inbox listed above. Only HR can agree terms of business with third parties, provide the appropriate privacy notice to be shared with candidates and ensure that the firm maintains its commitments to LEXCEL, ISO27001 and Equality Diversity & Inclusion.

Devonshires Solicitors LLP is committed to providing equal opportunities in employment and to providing a workplace free from discrimination and harassment. As such all job applicants, employees, partners and third parties who come into contact with us, will receive equal treatment, regardless of age, disability, gender identity, marriage and civil partnership, trade union activities, pregnancy and maternity, race, religion or belief, sex or sexual orientation. We welcome applications from groups where we are currently under-represented. For this reason, we ask that all candidates complete the [recruitment monitoring survey](#) in complete confidence for statistical purposes in order that we can effectively monitor how well our Diversity procedures are working. To review our policies on Diversity & Inclusion and Dignity at Work please visit our recruitment pages at www.devonshires.com.