



Job Title: Administration Assistant

Job Summary

Responsible for a variety of administration tasks, including documentation preparation, record maintenance and general office support.

Key Responsibilities

1. Business Administration Support:

- Prepare and assist with efficient and timely correspondence to clients, external parties and colleagues via email, letters and telephone. Ensure that records of correspondence are maintained appropriately.
- Assist with the preparation of legal documentation and the provision of support as required, ensuring that office procedures and protocols are maintained and being mindful of attention to detail.
- Ensure that all files are maintained in accordance with firm policies and data protection regulations.
- Provide support to open new files in a timely and accurate manner.
- Draft, proofread, and finalise legal documents, accurately and in a timely manner.
- Provide reception support as necessary, communicating effectively and acting as an ambassador for Wallace Quinn.
- Support colleagues in any administration task that may be required to assist excellent customer service and a strong business operation.
- Apply high levels of skill with Office 365 packages.

2. Compliance and Risk Management:

- Ensure compliance with all relevant legal regulations and firm policies within the team.
- Ensure the application of best practices for legal and operational procedures as appropriate.

Skills and Competencies

- High ethical standards and professional integrity.
- Effective time management and organisational skills.
- Ability to multi-task and prioritise.
- Excellent communication skills.
- Excellent team working.
- Client-focused approach with a commitment to delivering outstanding service.