

Harvey Ingram LLP – Job Profile

Job Title:	Administration Assistant
Teams:	Corporate Finance & Transactions and Property Teams
Responsible for:	To assist members of the above teams with a wide variety of administrative tasks

Main Duties

- 1 Complies at all times with procedures contained in the Quality Procedures Manual and Staff Handbook, including such of those procedures as are set out below.
- 2 Photocopying, scanning and collating of documents.
- 3 Filing, storage and retrieval of client files in accordance with the firm's or departmental filing system.
- 4 Post enveloping at the end of the day.
- 5 Some typing of documents and correspondence as necessary.
- 6 Post-billing administration, e.g. closing the file down etc.
- 7 General administrative tasks.
- 8 Ensures confidentiality and security of all firm's and client's information/documentation is maintained.
- 9 Promotes at all times the professional and quality services provided by the firm.
- 10 Undertakes other duties in keeping with the role.

Harvey Ingram LLP – Person Specification

Job Title:	Administration Assistant
Teams	CFT and Property

Criteria	Essential	Desirable	Method of Assessment
Qualifications	GCSE English Language grade C or above (or equivalent)		Application. At interview.
General Intelligence	Common sense. Ability to balance and prioritise workload. Ability to take phone messages.		At interview.
Special Aptitudes	Attention to detail and accuracy. Adaptable.	Basic typing skills.	Application. At interview.
Disposition	Cheerful and willing disposition. Able to work as part of a team.		At interview.
Physical Requirements		Able to undertake deliveries/collections locally.	At interview.