

Position	Administration Assistant - Initials
Responsible To	Financial Controller tbc
Location	Poundbury (and all other locations as requested)
Salary Band	

### Key Objective

You will have strong administration skills which will enable you to monitor and ensure accurate download and processing of all new instructions onto the case management system. To carry out relevant searches and initial engagement letters. To assist with any other duties that may be reasonably required.

### Key Tasks

- To provide a friendly, knowledgeable and professional service to our clients (both internal and external)
- Forging and Maintaining good relationships with both internal and external clients
- Monitor allocations
- Monitor inbox for instructions
- Monitor initials inbox for information from business development team
- Update relevant website
- Adhere to allocation process
- Conflict Check all new instructions when inputting details onto Arista and Socase
- Create Arista new clients number and matter number for each new case
- Ensure all Land Registry title numbers are present (Remortgage only)
- Download Land Registry register view (RV) (Remortgage only)
- Pass all new remortgage matters to remortgage team
- Run initial scripts as required
- Email /print off all initial letters on all new instructions, as appropriate, passing purchase and sales files and RTB matters to fee earner for signing asap
- Action import ensuring all information is correctly populating the data base
- Updating Team Leader any irregularities, errors in processing/system
- Updating data management system and arista if required
- To ensure any request concerning a work related matter received from the team leader is undertaken within the agreed timeframe. This may include chasing reports or action on a particular file.
- Make up files and inserts

### Other Areas

- Logging in and acknowledging receipt of documents received in solcase
- Opening the post and DX, record and accurately distribute all signed for post (as required)
- Preparation of all outgoing post and DX (as required)
- Filing and the maintenance of files.
- Accurately prepare routine correspondence on Solcase, ready for signature.
- Collating reports and documents, photocopying/scanning as appropriate

### General Areas

- To provide cover as required for sickness and holiday
- To provide other administrative duties as required, which may necessitate working on another team at times
- To meet all deadlines within the agreed timeframe.
- To be proactive with regard to your own career development
- To develop transferable skills across the business
- Ensuring that this key role is valued by the team and the clients and introducers to showcase the effort that the team has put into the transaction and the benefits of using our service

This is a description of the job as it is presently constructed. This will be reviewed periodically and updated to ensure that the job description fully reflects the responsibilities of the job.

### Health and Safety Statement

All employees must observe and comply with bpl's Policies and Procedures for Health and Safety.

### Equal Opportunity Statement

All employees must observe and continually promote equal opportunities and customer care

**If you would like to apply for this role please forward covering letter and cv to [careers@bplaw.co.uk](mailto:careers@bplaw.co.uk)**

## Person Specification – Administration Assistant - Initials

Attributes	Essential	Desirable	How Identified
A Physical	Smart appearance & manner  Confident approach		Appearance & manner at interview
B Qualifications	Min 3 GCSE's to include English and Mathematics		Application Form & Certificates
C Experience	Minimum of 1 years experience with word/excel/outlook		Application Form/ Interview Career History
D Knowledge & training		Knowledge of Data Management System	Application form/Interview
E Attitude and other skills	Positive and enthusiastic Ability to communicate effectively in writing  Ability to communicate verbally at all levels.  Working in a team towards set targets  Flexible approach  Accuracy, both financial and written Prioritise effectively and meet deadlines  Customer focused		Interview  Application form  Interview  Application Form/Interview  Application Form/Interview Application Form/Interview Application form/Interview  Interview

If more than six applicants pass the minimum shortlist score of (18) only the top six scores will be interviewed.