



3 Cricklade Court, Cricklade Street
Old Town, Swindon, SN1 3EY

Telephone: 01793 467142

<https://jobs.coepirecruitment.com/job/legal-business-support-administrator>

Legal Business Support Administrator

Description

Our client is looking for a temporary person to assist within their Legal Services as a Business Support Officer working with the Litigation, Commercial and Adults and Children's legal teams.

This is a full time role which requires attendance at central Swindon offices several days per week. There is some scope for some working from home.

You will work closely with solicitors to provide legal business support services and administrative tasks to the legal team in an efficient, effective and modern manner to agreed timescales in order to ensure the legal team is able to provide legal services and to meet necessary statutory and court deadlines, in accordance with requirements set out by the Chief Legal Officer.

Responsibilities

1. Scan, merge and convert documents, ensuring a professional presentation is achieved
2. Preparing Court Bundles.
3. Obtaining documents from archive and ensuring documents are in IKEN (the cases management system).
4. Raise invoices, ensure cheques are logged and paid, and update the PBA account.
5. Obtaining and redacting Police Disclosure and providing disclosure to the Police of Children Services documents.
6. Organising process server /courier for delivery of documents and organising post.
7. Minute taking at meetings.
8. Assisting in sealing documents.

Contacts



Telephone: 01793 467140

Email: mail@coepi.uk

Date posted

30 June 2023

Reference

CR969736

Base Salary

£ 12.75

Job Location

Central Swindon (some home working possible)

Working Hours

9.00am to 5.00pm, Monday to Friday

Beginning of employment

ASAP

Duration of employment

2 months

Employment Type

Full-time, Temporary