



TEAM ADMINISTRATOR (International)

Job purpose

To provide high quality administrative support for the Head of International and International Department within The Law Society of England and Wales

Key Accountabilities

- To handle and resolve daily enquiries within the department, including telephone calls and general correspondence from customers, stakeholders and other teams/departments
- To assist with file creation, reporting, requesting and processing information
- To provide general administrative tasks, including Photocopying, Filing, Scanning and Archiving
- To administer purchase orders, invoices and monitor spending against budgets as required and provide financial information, as required by the Head of International and the department.
- To provide administrative support to the International Department, including but not limited to ordering couriers, arranging travel/accommodation, organising and coordinating meetings, processing expense claims and placing stationery orders
- To provide additional administrative support to the Head of department, including diary management
- To work collaboratively with the Brussels office administrator, pooling resources and providing cover during annual leave
- To assist in the generation of tailored letters to customers, solicitors and other stakeholders including producing draft documentation/reports and preparing transcripts for the business as required
- To assist in the input and retrieval of data, utilising IT and CRM systems where necessary
- To provide ad-hoc administrative duties as required, working flexibly to meet business requirements
- To maintain the office area in an efficient and effective manner, including ensuring appropriate availability of supplies and consumables, ensure that equipment is maintained in working order, review accommodation needs, set up and implement appropriate administration systems as needed, meet admin requirements for starters and leavers etc.
- Other work as directed by Head of International and relevant team members



The Law Society

Supporting Solicitors



Knowledge, Skills & Experience

Essential

- Excellent customer service and interpersonal skills
- Good oral and written communication skills
- Highly organised, proactive and methodical
- Good attention to detail with the ability to prioritise and multi-task
- Ability to use initiative and problem solve
- Ability to work as part of a team and to demonstrate flexibility
- Proven administrative experience with good knowledge of Microsoft Office - Outlook, Word, Excel, PowerPoint and Access

Desirable

- Experience of working in, or an understanding of the workings of a membership organisation
- Ability to administer routine financial activity, including budgets
- Working knowledge of relevant HR & Finance systems

Organisation Chart

