

Alpha Shindara in Leeds are looking to appoint an Admin Assistant to their team

About Us:

Alpha Shindara Legal is a firm with many years of professional experience and has delivered skilled legal advice and services to its numerous clients. The firm represents individuals and businesses in Employment law, Immigration law and regulated Claims Management.

Office Location:

Alpha Shindara Legal
Unit 8/Ashbrooke Business Park/Parkside Lane
Leeds
LS11 5SF

Role:

Admin Assistant (Immediate Start)

Pay:

£7.83 p/h (37 hours per week)

Main Tasks:

- Casework research of different kinds
- Help with file management
- Taking calls from clients and prospective clients
- Attending client meetings, taking notes of meetings, some direct communication with clients
- Help with preparing documents to accompany applications
- Help with preparation of appeal bundles
- Answer and direct phone calls
- Organize and schedule appointments
- Routine clerical work
- Write and distribute email, correspondence memos, letters, faxes and forms

Activities:

Your main priority is to provide secretarial, administrative and business support to the Lawyers/Caseworkers and other members of staff. Your daily tasks will include but not limited to:

- Keeping record up to date
- Typing legal documents
- Answering the phone
- Organizing diaries
- Preparing court forms, writing letters and emails
- Performing legal research
- Making appointments with clients
- Handling confidential information
- Working from Caseworkers/Fee earners written notes and

- Audio files (dictation)
- Dealing with clients and contacting clients on behalf of the firm for debt recoveries
- Filing and general administrative work
- Inclusive of any other works that will be allocated or assigned to you by your supervisor, manager or a director.

Person Specification:

- Essential
- Good keyboard/typing skills
- Good telephone answering skills and manners
- Fluent spoken and written English
- Attention to factual and textual detail
- Good time keeping skills
- Formal dress code to work/ office

To apply, please send a CV and Cover letter to judeezika@ymail.com and Oluogunyanwo@yahoo.co.uk