



Job Description

Job Title:	Apprentice – Business Administration				
Department:	Commercial	Reporting to:	Kate Clark	Line Manager:	Paula Fowler
Job Summary:	Part of the Commercial team you will assist with administration duties to ensure the department operates smoothly and effectively.				

About FJG

Support staff are highly regarded at Fisher Jones Greenwood LLP which is a young and expanding firm. We are not looking for people who are simply great within their chosen field, but individuals who can work on their own initiative, take responsibility for working well with colleagues, and get things done. Anyone working with us will have the opportunity to learn new skills alongside partners, our legal teams, our management team and all of our support staff. We will fully support and reward you for your talents in an environment that genuinely offers career paths.

Key Responsibilities / Duties

Main tasks:

1. Filing electronically
2. Client and third party liaison
3. Diary management
4. Marketing support
5. Due diligence organisation
6. Periodic chasing of solicitors and third party agencies involved in any transaction to ensure its smooth running
7. Financial assistance - drafting and managing the team's billing.
8. Ensuring Lexcel and other professional requirements are met including client care requirements
9. Drafting basic template letters
10. General admin tasks including dealing with post and photocopying

Skills and Experience

They should have excellent communication and organisational skills, and will be able to work on their own initiative and pre-empt problems and identify solutions. They will be ambitious and professional and recognise the relevance of their role and responsibilities and its impact on our clients and staff teams, as well as their own future career.

Key Competencies

Excellent communication and organisational skills are key. You will also need to be a team player, have a can-do work ethic and be able to adapt to changes to daily requirements. Time management and ability to prioritise are essential.

You will also be required to undertake other tasks as directed to ensure the work of the department or firm as a whole is carried out.

The above will change/be amended as your knowledge and experience within the firm grows.

Person Specification

	Essential	Desirable
Qualifications	Educated to GCSE standard or equivalent	
Skills	<p>Good interpersonal skills</p> <p>Ability to work as part of a team</p> <p>Ability to prioritise and organise</p> <p>Excellent communication skills including verbally, in writing, face-to-face and over the telephone</p> <p>Ability to work effectively and respond well under pressure</p> <p>Ability to work in a discreet and sensitive manner, having an understanding of confidentiality</p>	
Knowledge	Microsoft Office Suite	<p>Telephone systems</p> <p>Dealing with client payments</p>
Experience		Experience of working within an office environment
Personal Attributes	<p>Professional attitude to work</p> <p>Self motivated and able to work under minimal supervision</p>	