

Legal Administrator Housing Management

Chorley

Permanent

Full-time, Hybrid working



THE FIRM

Capsticks is a leading provider of legal services to the health, social care, housing and emergency services sectors, as well as in the field of professional regulation. The firm has a turnover of c£60m and around 600 staff - including 450 fee earners - across five offices nationally. We act for a wide range of long standing clients in both the public and private sector, including all forms of NHS organisations, governmental and regulatory bodies, registered providers, insurers, police, fire and rescue services, independent health and social care providers, charities and GP practices.

Further details about the firm and the type of work carried out can be found on our website at www.capsticks.com.

In 2022 Capsticks achieved a two star accreditation from Best Companies, the specialists whose recognition programme is the standard for workplace engagement - [Capsticks is an "outstanding place to work" – Best Companies to work for 2022](#). The Best Companies accreditation is really important to Capsticks as it focuses on the trust and value we place in our people, their wellbeing and their careers. Capsticks is independently rated as an "outstanding company to work for".

THE ROLE

The Legal Administrator's principal role is to provide fee-earners with the support they need to perform the task of providing legal services to clients and help them maximise the amount of time they are able to spend on fee-earning and other essential non fee-earning tasks by assisting in the management and execution of their day to day workload.

MAIN DUTIES AND RESPONSIBILITIES

The main duties of a Legal Administrator will include:

- Coordinating photocopying, printing, scanning, organising couriers, sending out of letters, faxes etc. with Floor support;
 - Preparation and collation of Bundles/e-bundles, formatting/collating work to be sent to clients
 - Opening and closing of files, including conflict checking, setting up contacts, running initial schedules, electronic filing, record keeping and archiving of files;
 - Acting as a point of contact for internal and external clients
 - Taking internal and external telephone queries, responding as appropriate and/or ensuring that all messages are passed on in a timely manner;
 - Data entry and managing spreadsheets;
 - Drafting general and basic correspondence as required.
 - Managing archive files in/out
 - Uploading docs to VF
 - E-filing
 - Client care letters
 - Billing/managing disbursements - processing invoices and checking and liaising appropriately with Finance.
- Chasing outstanding older POs, confirming client billing addresses and internal accounts procedures, assistance on chasing large debts
- Fee earner expenses

SKILL SET

- Knowledge of Microsoft Word, Excel and PDF software
- Strong inter-personal skills
- Good phone manner
- Highly organised and proactive
- The ability to work to tight deadlines on a daily basis
- Conscientious, approachable and enthusiastic
- An ability to build a good knowledge of Capsticks, its departments, key personnel, clients, procedures and business practices

Capsticks is an inclusive employer

At Capsticks we value diversity and we are committed to creating an inclusive and supportive working environment where everyone is able to be themselves and reach their full potential. Capsticks is committed to providing equal opportunities for all and therefore we welcome the unique contributions that you can bring in terms of your education, background, culture, ethnicity, race, nationality, sex, sexual orientation, gender identity, age, disability, neurodiversity, religion and beliefs.

We will make reasonable adjustments to our application and interview process to ensure that you have the best chance of success. We understand that there's not a "one size fits all" approach to adjustments so our team will work with you individually to understand more about your requirements. If you have any questions please contact our Recruitment team on:

Careers@capsticks.com

CAPSTICKS

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