



July 2024

JOB ADVERTISEMENT

# Executive Administrator – Commercial Property

**TERM:**  
Permanent

**JOB TITLE:**  
Executive  
Administrator

**WORKING HOURS:**  
Full Time

**TEAM:**  
Commercial  
Property

**LOCATION:**  
Clitheroe

**Harrison-Drury is a market leading Firm of solicitors with offices across the North West servicing both business and private clients. We have been successful for a fourth time placing in the Top 100 Best Mid-Size Companies to work for in the UK.**

We are an employer of choice because we have a culture that challenges the conventional law firm approach and focusses our energy on getting great results for our clients, while attracting and developing brilliant people.

The Commercial Property team are looking to recruit an experienced Executive Administrator to support the busy team. The core purpose of the role is to undertake all departmental administration and the majority of non-chargeable tasks to allow fee earners to dedicate their time to chargeable client work. The role also involves operating a Case Management System, so good IT skills are essential. We are looking for a candidate who is a strong communicator, with keen attention to detail and who is confident working within a busy commercial environment.

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**Executive Administrator – Commercial Property**

**Typical duties will be:**

- Effective administration of the Files (hard copy and on SOS). This includes Matter Opening, Matter Closing, Matter Archiving and data updates during the course of a matter
- Production of files for Fee Earners on request
- Production and filing of documents, copies and scans as required
- Review of Departmental Finances including report production, liaison with clients regarding payment of fees, management of bill process and interaction with Finance
- Ensuring file compliance with relevant regulatory standards and the Office Manual processes
- Production and issue of correspondence upon instruction from the Fee Earner
- Attendance at meetings when required and taking minutes when requested
- Telephone call handling for the team ensuring that messages are captured accurately and passed on in a timely manner
- Diary management for Team events (Team meetings, 1:1s)
- Management of meetings for Fee Earners when requested (including liaison with other party, meeting room booking, car park booking and production of relevant materials / documents)
- Training new Administrators upon request
- Liaison with other Departments regarding Operational issues (e.g. IT / Copier / new starter equipment)
- Assisting with general branch office admin including reception duties, post, scanning and archiving requests / schedules for deeds.

**Skills and experience:**

- Effective liaison with other service line teams
- Excellent planning and organisation skills
- Keen attention to detail
- Excellent written and oral communication

**Desirable:**

- Experience of SOS case management system
- Knowledge and experience of commercial property work

- To provide support and development to other team members as required