

JOB DESCRIPTION

Job title	Administrator
Location	Cambridgeshire - Milton / Station Road
Department	Support Services
Line manager job title	Office Manager

Overview

To provide efficient and professional administrative support across all PEM service lines. Working as a team to ensure an excellent level of service is provided to clients, and colleagues at all times.

Key accountabilities

- Creating contacts on CCH to link to clients and/or employment.
- Maintaining Fibre CRM - engagement letters and AML (Smart Search) - ensuring accuracy and maintaining up to date data at all times.
- Undertaking billing in a timely fashion and in line with yearend deadlines.
- Disengagement Letters, where needed.
- Running and reviewing CCH Financial reports, ensuring accuracy.
- Adding templates and saving document to Intapp, keeping the system up to date at all times.
- Land registry searches and all associated work.
- Covering Reception when needed.
- Opening post and scanning in, as and when required.
- Franking post as and when needed.
- Assist Partners with tender presentations, ensuring accuracy at all times.
- Taking accurate and meeting minutes and managing follow up actions.
- Kreston conflict checks.
- Support keeping Retain up to date and accurate.
- Assistance with Caseware.
- Order Certificate of Good Standing for clients as and when required.

Milton Facilities

- Ensure the reception is covered on Mondays and Tuesdays and provide cover during absences.

Person Specification

- Excellent knowledge of Microsoft Office.
- Highly computer literate and able to use case management systems efficiently.
- Excellent attention to detail.
- Good communication skills.
- Curious and can-do attitude.
- Team player.