

Job Description and Specification

- Role:** Administration Assistant
- Term:** Temporary – 11 weeks between 22 February and 6 May 2016 (Monday to Friday)
- Location:** Outer Temple Chambers, 222 Strand (Central London)
- Salary:** £500 per week, plus £500 bonus on completion.
- Hours:** Normally 9am to 5.15pm, but involving up to 5 days starting at 8am and ending at 6pm

ROLE SUMMARY: This is a temporary role for 11 weeks between 22 February and 6 May 2016, when we are organising a series of legal seminars around the UK. You will be helping with administrative backup and preparation for the seminars, including liaising with delegates and venues. Full on the job training will be provided. You will work under supervision, but will be working on your own on seminar days (typically twice a week) when everyone else is out the office.

Main Responsibilities:

1. helping manage a database for bookings
2. answering queries from attendees on the phone / by email
3. backup assistance on site on the days of two large London seminars. You may be offered the chance to attend one or two seminars out of London, but this is not a compulsory part of the role.
4. preparing packs for each seminar with relevant handouts, delegate lists, name badges and other documentation
5. assembling mailings and delivering to local post office
6. other routine administration

Skills:

- strong organisational skills
- ability to meet deadlines
- good interpersonal skills and phone manner, including a clear, jargon-free, simple writing style and a friendly, approachable personality. Must be at ease when talking with people.
- a good understanding of the Microsoft Office Suite and the ability to learn the use of straightforward database software.

Character: You must be well presented, with a professional demeanour. You must have an eye for detail and be prepared to ask questions if you need clarification or think something could be improved.

Employer: Employment Law Services Ltd

Location: Outer Temple Chambers, 222 Strand, London WC2R 1BA

Application Process:

1. Apply to Laura Dawe by email (laura.dawe@emplawservices.co.uk), sending:-
 - a short covering letter, explaining how you meet the above criteria and why you believe you are a good fit for this role
 - your CV (no more than two pages of 12-point type)

Closing date for applications: Wednesday 3 February 2016

2. Interviews will be held on **9th February 2016**. The interview will last about 10-15 minutes. If there is a good reason, we can hold an interview via Skype on neighbouring dates.
3. The successful candidate will be informed by Thursday 11 February 2016, with a view to starting on Monday 22 February.