

POSITION DESCRIPTION – PROPERTY LEGAL ADMINISTRATOR

SECTION A:

Employer:	Saunders Robinson Brown (SRB)
Position Title:	Property Legal Administrator
Reporting To:	Property Practice Group Leader
Location:	Christchurch
Functional Relationships:	Internal Property Partners Property Fee Earners Property Support Staff

SECTION B:

Position Objective:	The Legal Administrator position would provide a professional first point of contact for administration support activities and database support for internal clients in the property team.
Background:	From offices in Christchurch and Rangiora, the experienced team at Saunders Robinson Brown (SRB) provides professional legal advice on commercial and company law, property law, trusts and estates, civil litigation and dispute resolution, family law and employment law. In addition to these core practice areas, SRB also provide specialist advice in insurance law, sports law and rural law. SRB prides itself on their approachable, client-centred culture, and commitment to ensuring an integrated and relationship focused approach throughout the firm.
Staff Numbers:	Partners – 17 Staff – 80 including Partners

SECTION C: KEY TASKS AND SPECIFIC ACCOUNTABILITIES

1. Property Administration Support

Deliver property administration support services, ensuring adherence to best practice, standardised processes and procedures.

Key Responsibilities:

- Receive instructions and report to professional staff
- Draft new engagement/initial letters ready to be sent to clients if requested
- Assist with billing, invoicing and general accounting duties if requested
- Liaise with fee earners and support staff
- Photocopying, printing, scanning, binding and filing
- Electronic and physical document and file management
- Prepare mail and enclosures for signing for end of day mail and deliver mail to the team
- Recover files for completed/dormant matters
- File daily correspondence into the practice management system daily
- Prepare completed files for archiving, scan files and close matters
- Assist with administration duties as requested
- Scanning documents, file notes and e-dealing packs as requested.
- Send and file documents to deeds as requested.
- General administration duties

2. Database Support

Deliver database support services, ensuring adherence to best practice, standardised processes and procedures.

Key Responsibilities:

- Data entry into the practice management system database
- Create clients and new matters as required
- Check daily that all new clients are entered correctly into the database
- Check weekly that engagement letters/initial letters have been sent to clients and noted in the practice management system and email authors if letters have not been sent and uploaded into the database
- Update and maintain client information
- Update and maintain the practice management system database
- Undertake AML processes by uploading documents into the CDD section and send the new client, new matter and MRA to the AML Team
- Review new sales and purchase agreements and all notes and correspondence for updated contact details
- Other file maintenance as required

3. Professional Development

Ensure your on-going professional development in agreement with the Property Practice Group Leader.

Key Responsibilities:

- Attend relevant and value adding webinars and in-house training to keep up to date with administration and database management best practice.

4. Other Tasks

Carry out other tasks and duties as and when required.

Key Responsibilities:

- Attend staff and property team meetings as required
- Build and maintain excellent internal relationships contributing to SRB's culture and positive working relationships
- Ensure duties are carried out in a timely and accurate manner, and in accordance with SRB's policies and procedures
- Undertake all other duties that are reasonably requested from time to time

SECTION D

Experience

- Experience working in a secretarial or administrative role
- Legal administration/database experience advantageous

Skills and Knowledge

- Good interpersonal and communication skills
- The ability to interact positively with staff and clients and to work collaboratively in a team
- Good organisation, time-management and prioritisation skills
- Strong computer skills
- Knowledge of practice management system
- Strong attention to detail with a quality focus
- Ability to follow processes and procedures

Personal Attributes

- Action orientated
- Determination and perseverance
- Resilience
- Methodical, practical and conscientious
- Positive attitude
- Reliable