

BUSINESS ADMINISTRATION APPRENTICE

OPERATIONS TEAM

Berwins is looking for a “no ordinary” Business Administration Apprentice to work alongside the Business Support Manager and the Business Support Co-ordinator in our Operations Team, providing administrative support across all teams. Although the applicant will not necessarily need Business Administration experience, you should have an interest in Business Administration and in pursuing a career in Administration.

Candidates should have excellent personal skills and enjoy dealing with people, as this will be a core part of the role. The successful candidate should be confident and enthusiastic, self-motivated and have a positive and professional attitude. They should also enjoy working as part of a team, be prepared to help other members of the team as necessary and actively contribute to the growth and success of the team as a whole

Principal responsibilities

- File Opening Procedures
- File Closing Procedures
- Drafting bills
- Electronic ID checks
- File Updates
- File notes
- Drafting and sending correspondence
- Drafting documents such as Wills, Court Documents etc.
- Answering the telephone
- Action emails regarding making appointments and looking for documents
- Preparing for appointments
- Scanning Documentation
- Learning the procedure for document retrieval
- Using the firms IT software and database, namely Liberate
- Any other general office duties such (such as filing, photocopying, typing, making hot drinks, running errands etc.
- Occasional Front of House Cover

Knowledge and experience

The Business Administration Apprentice does not need to have prior Administration experience but must be computer literate and adept at using technology.

Skills and Qualities

- Excellent administrative and secretarial skills;
- A high degree of competence with word processing packages and common business tools (such as Outlook) for both email and calendar;
- Good telephone manner and ability to deal with queries
- Excellent interpersonal and communication skills and be well-presented;
- Good listening skills;
- Team player, with willingness to help others, sharing information and knowledge to help deliver a joint outcome;
- Strong writing ability for correspondence – in particular email

- Highly organised and methodical, with the ability to work to deadlines, manage time effectively and to prioritise conflicting objectives;
- Able to deal appropriately with confidential information;
- Accurate, with good attention to detail; have a professional and capable approach to your work;
- Relish the opportunity to take responsibility for tasks within your remit and to use your own initiative;
- Have a positive, "can do" attitude
- Desire to undertake training in order to promote personal and practice development

The Person

The key attributes for this role are:

- Smart
- Polite
- Good timekeeping
- Enthusiasm and willingness to learn and take on responsibility
- Ability to deal confidently with members of the firm at all levels.
- Must be prepared to work flexibly as needed, with a strong desire to work within a team environment.

Company Description

Berwins is one of the leading law firms in Harrogate and in the North Yorkshire area - details at www.berwin.co.uk; we are repeatedly ranked for the quality of our work in directories such as Legal 500 and Chambers and Partners. Our core values are passion, care, ownership, teamwork and accessibility - and to make sure we're not just talking the talk we have our files audited against our benchmarks. We use the phrase which a client gave to us - no ordinary lawyers - as an aspiration against which to measure what we are achieving.

Berwins offer a range of benefits including flexi time, company pension scheme, 25 days annual leave plus Bank Holidays, death in service benefit, health insurance, cycle to work scheme, childcare vouchers and subsidised parking.

To Apply

To apply please send your CV and short cover letter to the Operations Director, Caroline Davison via CarolineDavison@berwins.co.uk.

Berwins is an Investor in People. Berwins welcomes applications from suitably qualified people regardless of age, race, ethnic or national origin, religion, marital status, disability or sexual orientation. All applications for employment are considered strictly on merit.