

**Employer: Muckle LLP**

**Vacancy: Team Support Assistant**

**Hours: 30HPW**

**Salary: £12.60ph**

**Working pattern: Monday – Thursday 9am – 5pm**

**Number of vacancies: 1**

Our business is full of bright, enthusiastic, articulate, colourful, confident people. People who live and breathe our core values:

- Trust – we trust each other to do the right thing
- Teamwork – we are one team and work selflessly for each other
- Responsibility – we are self-starters and take responsibility for how we work together and communicate
- Care – we care about our people, clients and community It means, no matter who is involved, our clients receive the same excellent service from people who do what they say, on time and on budget, every time.

That's the Muckle way

Our PA/administration team is held in high regard and provides a professional and efficient secretarial and administrative service to a number of fee-earners across the firm.

The PA/administration team is a key part of the wider Muckle LLP team, which is 190 people strong. Our people are based across our Newcastle, Cumbria and Teesside offices

If this sounds like the kind of company, team and goals you want to be a part of and have those same values and traits, we would love to have you in this career starter role.

### **Things you will be doing in the role**

As a Team Support Assistant the primary purpose of this role is to provide administration support to the PA team across a number of legal teams across the firm. Whilst the work may vary from team to team, generally, it will involve undertaking various routine administrative tasks such as:

- Scanning and photocopying;
- Post administration both incoming and outgoing;
- Saving documents to document management system, OneDrive and data room;
- Creating OneDrive folders, creating access links and uploading/downloading documents;
- Saving documents received via DocuSign.
- Working with pdf documents (i.e. adding/removing pages, collating several documents to create one pdf document), amending PDFs, digitally date;
- Creating bibles and saving to the firm bible database;
- Producing tribunal bundles both employment tribunal and SEND claims;
- Sending original documents to the deeds store;
- Updating CRM database;
- File opening and first draft engagement letters;
- File closing procedures;
- Carrying out company searches/creditsafe reports;
- Carrying out conflict checks;
- Entering key dates;
- Processing expense and mileage claims;
- Assist with business development event admin;
- Non urgent typing.

*Don't worry if you have not done some or any of these tasks before, training will be provided to you as part of the New Start experience.*



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## Essential skills, experience and qualifications

### What do we expect to see from you?

This is a starting role, so we don't need qualifications or experience... that's what we're here for. But there are a few key behaviours and skills we want to see from our candidates; and these are ones that if you possess and can demonstrate; you will make this work placement a real success!

- Excellent interpersonal and communication skills.
- A commitment to own learning and development and ready to complete the training on offer.
- Ability to work well as part of a small team.
- Ability to demonstrate customer care and to be polite and courteous.
- Able to follow instructions and health and safety guidelines.
- At least 3 GCSE's including Maths and English.