



Legal Assistant (Litigation)

Reports to: Senior In-House Counsel (Litigation)

The part I play at Bromford Flagship LiveWest to enable people to thrive is:

I am a Legal Assistant (Litigation) and my role is to support the team with administrative tasks carried out on all aspects of Litigation work. **I help to ensure the smooth running and organisation of Litigation cases**, including assisting with the use of the case management system and all internal systems.

My main responsibilities include but are not limited to; dealing with any physical post, assisting with diary management, inputting key dates into the case management system and monitor adherence to those dates across the team, receiving and typing dictation where required and ensuring that case management systems are kept up to date. I monitor the central inbox and incoming cases from any avenue, responding to or allocating this work within the team as needed. I am responsible for the filing of documents by email, post or in person at court, managing incoming and outgoing of post and for supporting the team with effective diary management.

My skills and experience include:

Effective administration skills including filing, attention to detail, diary management and professional email and telephone manner.

I have the ability to convey messages clearly by adopting a range of styles, tools and techniques appropriate to the audience and the nature of the information.

I support colleagues and customers by identifying needs, solving problems, and ensuring work is completed accurately and efficiently.

I work co-operatively with others as part of a team, as opposed to working separately or competitively.

I am competent in the use Microsoft Office packages (Sharepoint and Excel desirable)

GCSE or equivalent as well as ideally practical experience of 2 years in a similar role. A legal background (in particular use of case management systems) is helpful but not essential.

The skills I will develop include:

I will develop my organisational skills, balancing the varying needs of the team to best prioritise and reallocate work as required and will become proficient in the use of case management systems.

I will develop my knowledge and understanding of Litigation cases as well as increasing my knowledge and ability with Microsoft 365 products.