



**Job Title:** Legal Administrator

**Department:** Legal

**Location:** Kings Hill

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An exciting opportunity has arisen for a Legal Administrator to provide general admin support to our Legal and Company Secretarial department.

We are looking for someone who is highly organised with excellent attention to detail and at least 12 months admin experience ideally within a corporate / financial services environment. You will have excellent Microsoft Office skills, be able to prioritise your workload, and have excellent written and verbal communication skills.

Some of the key responsibilities include:

- Administrative support to the legal and company secretary teams
- Organising meetings and booking rooms
- Filing
- Help prepare documents for meetings
- Assist the legal team with portfolio acquisitions, M&A activity, regulatory or corporate projects on an ad hoc basis
- Manage the Company's virtual data room and corporate document management system

#### **What can we offer you?**

We are offering a competitive salary of £20-22k as well as a great bonus scheme and fantastic benefits, such as pension, 22 days holiday, travel insurance, healthcare cashback plan, gym membership subsidy, and much much more, so if you are interested in this exciting opportunity please apply now,

**Disclaimer** -The above statements are intended to describe the general nature and level of work being performed by people assigned to this role. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed to meet the ongoing needs of the organisation.