

Job Specification

JOB TITLE:	Administration Assistant (Home Sales)
TEAM:	Real Estate
LOCATION:	Aberdeen, Edinburgh, or Glasgow
HOURS:	Permanent
RESPONSIBLE TO:	Head of Home Sales, Mike Guthrie
PURPOSE:	Work alongside the Home Sales Executives (HSE) to provide the fee earners with the support they need to perform their role of providing legal services to clients.

1 Main duties and responsibilities

- General
 - Scan and file client correspondence and documents to iManage.
 - Running document comparisons.
 - Editing PDFs to create bundles.
 - Dealing with closing matters and sorting out balances on financial reports for paralegals.
- Home Sales specific
 - Utilising Docusign for offers, formal letters and any other relevant correspondence.
 - Being responsible for the day-to-day management of HighQ (datasite) including uploading documents, sending invitations and closing down completed developments.
 - Running the chaser emails on a Monday morning from the Case Management System (“**CMS**”), issuing these and updating the CMS once responses have been received.
 - Opening new matters for a development using the bulk matter creation function.
 - Saving incoming versions of drafts to the file and sending to the relevant paralegal.

- Ensuring that other solicitors have our bank details given to them securely in line with our information security policy.
- Entering required information from new reservation forms into the CMS together with any other relevant information required throughout the transaction.
- Running offers, dispositions and settlement letters from the CMS and sending to the relevant paralegal for checking.
- Producing first draft qualified acceptances (where there is a style to follow) and running concluding letters from the CMS.
- Producing first drafts of basic emails (where there is a style to follow).
- Saving receipted fee notes and sending these out at the end of each month.
- Collating the monthly sales figures for the 3 offices and sending to the Head of Home Sales.
- Any other relevant task to assist the HS Execs, paralegals or Head of Home Sales.

2 Skills and expertise

- Ability to work on own initiative and in a proactive manner.
- Desire to learn new tasks and continually improve development.
- Excellent administration skills.
- Hard-working and able to deal with a number of time-sensitive requests quickly and accurately.
- High level of attention to detail.
- Ability to prioritise tasks, meet deadlines and communicate where this may not be possible.
- Knowledge of Microsoft Word and Excel is required. Knowledge of 3E or another similar practice management system desired.
- Team player.
- Present a professional image and demonstrate excellent customer service skills (internally and externally).
- Knowledge and understanding of the firm's processes.
- Comply with all in-house policies and procedures.

This job specification is written as an indication of the nature and scope of duties and responsibilities. It is not intended as a fully descriptive or definitive list and job holders will be expected to carry out other duties assigned which are appropriate to the position. The duties as described may be altered as necessary by the firm.