Junior Secretary

Reporting to: Partner

Purpose: To support the Patent Secretaries in the Advanced Engineering team in Bristol with the smooth running of the department by providing administrative, typing and secretarial support.

The post is based in the Bristol office on a full-time, permanent basis. Some flexibility with hours worked is required.

**Key Responsibilities / Accountabilities:**

* Regular email inbox monitoring for nominated Attorneys throughout the day, printing documents to file, flagging urgent emails, booking emails (sent and received) onto relevant cases in case management system
* Handling incoming post for attorneys including scanning all post into the case management system, downloading Prior Art documents and handing files to relevant secretary
* Typing from dictation for nominated Attorneys
* Making amendments to letters, emails and specifications for nominated Attorneys
* Uploading documents onto EPO online filing system ready to be checked and signed
* Archive and recall of files for all secretaries/teams
* Submitting expenses for nominated attorneys
* Arranging regular team meetings for specific clients and sectors, taking minutes for each meeting, prompting for actions completed
* Inputting incoming supplier and associate invoices onto cases, sending copies to accounts
* Printing nominated Attorney's weekly diary and finding the files needed for that week
* Informing records of relevant information e.g. files transferred from one fee earner to another and abandoned cases
* Helping to organise business trips (Flights, Hotels, and Parking etc.)
* Updating client templates when required
* Reception cover when required
* Taking accurate and detailed telephone messages
* Providing holiday and absence cover for other secretaries where necessary, and general support across the wider office with administrative tasks during busy periods
* Searching for contacts in the Case Management System, opening cases and adding new contacts

This is not an exhaustive list of responsibilities, and you may be required to undertake duties outside of this list where necessary to ensure the needs of the business are met.

**Person specification:**

* Confident, quick and accurate
* Exceptional telephone manner
* Excellent organisational and administrative ability with exceptional attention to detail
* Effective communication skills
* Strong teamwork skills with a proactive approach to work
* Demonstrates initiative and ability to think on their feet
* Prioritises own work and manages time effectively
* Multitasks and forward plans
* Good general IT literacy and the ability to learn new systems
* Excellent knowledge of Microsoft Word
* Previous admin/secretarial experience