
Legal Administrator

About us

Forresters IP LLP is a leading full service intellectual property firm with an international client base. We have offices located in Birmingham, Liverpool, London and Munich. Since being established in 1884, we have grown from a regional firm into an international practice. Despite our long history we are a young firm with a fresh approach to our clients' requirements and employee career progression. We are rated as one of the leading intellectual property firms in the UK.

The Role

We are currently looking to recruit a Legal Administrator to join our friendly team in our **Birmingham or Liverpool** offices. This is a full-time, permanent role.

The purpose of this role is to provide first-class admin support to the patent/and or trade mark fee earners.

Duties and Responsibilities

- Processing correspondence to and from the client
- Preparation of online forms for registration of patents and designs
- Drafting and finalising invoices, uploading invoices to e-billing systems
- Organising completion of fee earner's workload when they are not available
- Dealing with fee earner's incoming emails
- Preparation of cost estimates and reports for clients
- Diary management
- Telephone cover for offices when required
- Minute taking when required
- Drafting letters, emails and occasionally travel schedules
- Basic record entering and record keeping
- Proof reading
- Sorting, prioritising, and dispatching of documents
- Transcribe audio dictated correspondence
- Other general duties commensurate with position

The job description is not an exhaustive list of all the tasks and the role might include additional duties associated with running of the department.

Person specification

Requirements for this role:

- Demonstrable experience of working in an administrative role
- Confident in using latest communication technologies e.g., Microsoft Teams
- Demonstrable experience of using of databases and other systems

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- Able to use audio transcription tools e.g big hand etc. (not mandatory)
 - Ability to work both independently and as part of a team
 - Proven organisational skills and excellent oral and written communication skills
 - Possess a commitment to quality and attention to detail. A high level of accuracy is essential

Start date: Immediate, but notice periods will be considered for the right candidate

The Package

From starting:

- Competitive salary
- A pleasant and friendly working environment
- Smart casual dress code
- Flexible working – core hours and hybrid working
- 35 hour week
- 26 days annual leave, increasing by one day with each complete years' service, to a maximum of 31 days, in addition to bank holidays
- Life Assurance cover
- Employee Assistance Programme
- Mutual pension contribution of up to 5%
- 'Giving Something Back' a paid day off once a year to volunteer at a charity of your choice.
- Access to our Benefits Hub which provides discount codes or money back on thousands of different websites, from travel to food and many more.

After successful completion of probationary period

- Health Cash plan
- Cyclescheme
- Season Ticket Loan

To apply, please send your CV and a short cover letter to careers@forresters-ip.com by Friday 24th March 2023. Please state in the cover letter your salary expectations and confirm if you have a permanent right to live and work in the UK.

Please strictly no agencies.