

Job description

Business and Legal Operations Assistant

Rubric Law, located in Bristol City Centre, is seeking a full-time business and legal operations assistant.

Rubric Law is a dynamic boutique law firm which has spent the time required to hand pick and nurture its team. This attention to detail has enabled the firm to build a unique set of values by which the entire firm operates. The service delivered is comparable in quality and sophistication to the top law corporate firms, however it benefits from a more personal touch.

The Role

You will be instrumental in assisting in the continued development and growth of the firm where you will assist the Head of Business Operations in enabling the firm to deliver the best client care and a professional service possible. We are offering a competitive market salary, excellent holiday entitlement, private medical cover and other attractive benefits.

Previous administration experience and advanced use of Microsoft is essential and experience of the legal environment would be beneficial. The successful candidate will be required to provide daily support to the firm's fee earners, as well as undertaking general firm related operations duties.

Tasks will include receiving and allocating incoming calls, recording and processing incoming/outgoing mail, installing, improving and automating processes and systems ensuring our case management system is utilised to its full capability, client file reviews, liaising with suppliers including IT support, assisting with marketing campaigns, liaising with recruitment agencies and running recruitment campaigns, implementing and conducting staff induction and training, general HR administration, review, implementation and management of policies and procedures relating to HR and compliance and managing debt recovery.

What will be expected of you?

You will be required to live the values of the firm. You will be happy to work autonomously but within the framework of the firm. You will be an excellent communicator.

Who you will be working with?

As a boutique commercial firm (12 head count) you will have direct access to all members of the team.

What is it like to work here?

We're an energetic group who are closely connected. There is a flat management structure with the Managing Director actively involved in the development of the team. The work is serious and there is a high output required, but the environment is supportive, fun, and enjoyable.

We operate four practice areas (Real Estate, Corporate, Commercial and Employment) and have acquired a specialist reputation. This, however, is not the end as the firm are growing and developing each area of the business into new markets and geographies.

What will you be like?

- You will be professional, personable and approachable.
- You will be highly articulate both verbally and in writing.
- You will enjoy being part of a dynamic team but comfortable working autonomously.
- You will be comfortable prioritising a varied work load.
- You will want to work for an employer that has an appreciation for the level of commitment and work that you put in.
- Our values will resonate and inspire you.

Location and hours:

- Full-time permanent role (Monday-Friday, 37.5 hours per week) — 9.00am - 5.30pm.
- Based in our Bristol office (5 minute walk from Temple Meads).

Next Steps

For more information or a confidential conversation please get in touch with the Head of Business Operations on 0117 4354350. Applications to be submitted by email to lisa.butcher@rubric.law.

Salary: £20,000.00 per year