

**LEGAL ADMINISTRATOR  
EMPLOYEE SPECIFICATION**

	<b>Attributes</b>	<b>Criteria</b>	<b>Rank</b>
1	Education and Training Attainments	Law Degree or equivalent	Essential
2	Relevant Experience	Minimum of two years' experience working within an in-house legal team, law firm, or legal setting	Essential
3	Knowledge and Skills	Advanced excel skills. Computer literacy with experience that includes word-processing, spreadsheets, presentation packages, e-mail, electronic schedulers and internet.  Ability to work with accuracy and attention to detail and within deadlines	Essential  Essential
4	Special Aptitudes	Possess excellent verbal and written communication skills, have the ability to compose letters, memos and reports  Aptitude to self-manage and work independently  Requirement to be fluent in English  Able to work in a fast-paced, multi-tasking environment	Essential  Essential  Essential  Essential
5	Additional Factors	Experience of taking minutes of confidential and sensitive meetings	Essential