

JOB DESCRIPTION:	LEGAL ADMINISTRATOR
LOCATION:	DUBLIN CITY CENTRE OFFICE
CONTRACT:	PERMANENT – 37 HOURS PER WEEK
REPORTING TO :	HEAD OF LEGAL SERVICES
SALARY:	€27,890-€37,384(Admin Grade SP 15- SP25)

JOB SUMMARY:

Your role will be to assist the Head of Legal Services and Solicitor(s) in providing administration support to a busy team. This role will involve co-ordination with the Senior Management Team, other Tuath Departments and external stakeholders.

The post requires excellent planning and organisational skills, administration skills, a dedication to detail and a willingness to adapt to ever changing conditions and pressures.

KEY RESPONSIBILITIES:

General Administration

Providing general administration support to the Legal Team as required including but not limited to:

1. Preparation of an array of legal documentation
2. Scanning documents, postage, file management, stationary requirements
3. Managing the team diaries
4. Monitoring and re directing group and departmental incoming e-mails from third parties
5. Organising team and other meetings as requested, booking meetings rooms, organising accommodation and travel arrangements
6. Collating agendas for meetings, attending meetings, minute taking and circulation of minutes
7. Assisting the team in following up with external and internal stakeholders for information as required

8. Assisting the Legal Team in maintaining information and records and preparing reports for relevant stakeholders both internal and external
9. Assist in the preparation of briefs and photocopying of same
10. Assisting with the maintenance of filing system and developing and maintain directory of template documents
11. Creation and administration of an undertakings register
12. Maintaining directories of external stakeholder information such as contact details and other required information that supports the delivery of social housing units
13. Request / Attend training appropriate to your role
14. To undertake any other duties which are consistent with the responsibilities of the post as directed

Corporate Responsibilities

1. To positively promote the Association in all activities
2. Adhere to all Tuath's policies and procedures always
3. To be aware and act in accordance with Tuath's Health and Safety Policy.
4. Complete reports/ submissions for Tuath's Board meetings
5. To undertake any training courses deemed necessary for your role if it evolves

This job description is not definitive or restrictive and will be subject to periodic review in the light of developments.