

CLIENT SERVICES ADMINISTRATOR



The Company

We are a commercially minded, dynamic and entrepreneurial business maintaining the highest level of integrity in all our working relationships. We pride ourselves on service excellence, offering legal expertise and friendly assistance for clients and referrers looking for advice.

The Partnership is one of the first *Alternative Business Structures* (ABS) offering transparent, innovative and reliable conveyancing services. We are regulated by the Council of Licensed Conveyancers and are one of the very few ABS's to employ qualified solicitors who are individually regulated by the Solicitors Regulation Authority.

We are enjoying huge growth driven by our talented employees; who are passionate and willing to go that extra mile to give excellent service. The ideal individual will want to be part of our success, wants to make a difference, bringing exciting ideas and who aspire to develop themselves.

The common thread amongst all Partnership staff is a commitment to exceed client expectations and ensure that we continue to provide the best service on the market.

The Role

Our rapid growth means that we are always looking for fantastic Client Services Administrators. Whilst this role includes basic administration duties such as scanning and uploading documents, the role is important as you are also the first point of telephone contact for all potential clients and referrers. You are also responsible for interacting with and supporting our legal team every day. You will be supported, encouraged and trained so that you are prepared for all that the role requires.

Our people are chosen very carefully not only for their experience, but also for their natural ability in encouraging and supporting their colleagues; with an innate desire to do the best that they can. They take pride in everything they do and in what we stand for. We promote a harmonious working environment and place emphasis on having fun whilst working hard.

What we are looking from you

- Cheerful and friendly, a calm and professional disposition
- Exceptional telephone manner and a willingness to go the extra mile for our clients
- Meticulous attention to detail with sound prioritising and organisation skills
- Keen to work collaboratively as part of team
- Self-motivated and enthusiastic
- Able to work under pressure and hit targets and deadlines
- Able to use initiative and think creatively; we want people who look to improve the way things can be done
- Confident with IT systems, excellent communication skills both written and verbal

Progression: We won't stop you from being ambitious or wanting to develop yourself, in fact we encourage it. If you want to advance your career, The Partnership will help you do that. We are a young company and want exceptional candidates to grow with us and be a part of our future.

Benefits

- Great offices in central Guildford location
- 23 days' holiday per annum (plus 3 allocated days at Christmas)
- BUPA Cash Plan benefits
- Childcare vouchers
- Social events arranged quarterly
- Free fruit, fizzy drinks, biscuits, orange juice and chocolate!