**Practice Management Assistant**

**Job Description**

**Reports to:** Practice Manager

**Overview of role**

To provide administrative support to the Practice Manager and assisting in the core management of the firm. You will work closely with the Practice Manager assisting in the below tasks as well as being involved in project work.

**Main Tasks (this list is non-exhaustive):**

* Assisting in HR matters such as administration of staff files, record keeping and issuing documents;
* Assisting in the running of employee wellness schemes;
* Assisting in the recruitment process, advertising positions, drafting job descriptions, communicating with agencies where appropriate, sourcing candidates and booking interviews;
* Preparing documents for new staff and assisting in the onboarding programme;
* Assisting in delivering training and organising training across the firm;
* Maintaining compliance and client care records, organising compliance reviews and meetings;
* Assisting in the preparation for Practising certificates, accreditation renewals, and insurance renewals;
* Playing a part in the firms Business Development & Marketing plans by assisting in the management of our online profiles, website, social media, organising networking events and seminars;
* Assisting in the management of suppliers, facilities, and contract renewals;
* Assisting with the management of IT and case management systems;
* Any other administrative or management duty within the Practice Manager’s remit.

**Qualities:**

* Calm and approachable;
* Confident and presentable;
* Extremely organised;
* Team player;
* Positive and enthusiastic;
* Multi-tasker;
* Autonomous and able to take responsibility;
* A professional approach to work, integrity and a respect for confidentiality.

**Skills/Experience:**

* Experience within a similar role would be desirable but not essential;
* Experience in office management desirable but not essential;
* Excellent communication skills, both written and oral;
* Analytical and problem-solving skills;
* Accuracy and attention to detail;
* Ability to plan work and prioritise tasks;
* Interpersonal skills, to work as part of a team or with other people and organisations;
* Must be willing to work across 6 locations in Leicestershire & Warwickshire;
* Must hold a valid UK driving licence;