



Job Title	<b>Administrator – Prison Law – Milton Keynes</b>
Job Overview	<p>The Prison Law Administrator will support our busy and growing Prison Law Department. The successful candidate will be the first point of contact for clients and will support the Fee Earners in the day-to-day administration, such as opening and maintaining the case files, booking appointments and updating the diary.</p> <p>Ideally the successful candidate will be located within commuting distance of our Milton Keynes office and able to work on a hybrid basis – we will consider candidates who can commute to one of our other offices.</p> <p>This role is a full time position, 9am – 5pm with one hour for lunch on Mondays to Friday.</p>
Roles and Responsibilities	<p>Answer incoming telephone calls in a timely manner.          Open new files on the internal case management system.          Photocopy or scan all documentation as required.          Book appointments, legal visits, prison visits and video link conferences as requested by fee-earners.          Direct all incoming enquiries (including e-mails and e-faxes) to the correct fee-earner and/or department.          Update the centralized diary system.          Dealing with incoming and outgoing post.</p>
Person Specification	<ul style="list-style-type: none"> <li>• Confident and clear communication skills, both verbal and written.</li> <li>• A strong telephone manner and excellent interpersonal skills.</li> <li>• Previous experience of using Microsoft Office packages.</li> <li>• Ability to learn and efficiently use practice and case management software.</li> <li>• Experience of using digital dictation equipment.</li> <li>• Excellent organizational and administrative skills with a proactive approach.</li> <li>• Ability to multi-task and prioritize workloads.</li> <li>• Adaptable and able to work under pressure.</li> <li>• A good team player with the ability to also work well without supervision.</li> </ul>
Salary	£20,000 to £22,000 per year
Working hours	9:00am to 5pm, with one hour for lunch Monday - Friday
Job type	Permanent- Full time
Closing date	We reserve the right to amend the closing date or withdraw the advert without notice prior to the closing date.
Why work for Rock MS?	We are a forward thinking, dynamic company, who put their clients and employees first. We are a fun and flexible firm with good opportunities for development and career progression. We expect a lot from our employees but in return we offer:



# ROCK

MANAGEMENT SERVICES

	<ul style="list-style-type: none"><li>• The ability to earn up to 30 days of holiday with years of service (standard holiday packages start at 21 days plus all bank holidays);</li><li>• Additional paid day off on your birthday.</li><li>• Ability to purchase a further 5 days of holiday each year.</li><li>• Discretionary additional holiday days given at Christmas (up to a maximum of 2 days)</li><li>• Flexible working schemes available to all employees.</li><li>• Private medical health care with the option to add optical and dental care.</li><li>• Discounted gym memberships.</li><li>• Fresh fruit baskets in each office on a weekly basis.</li><li>• Cycle to work scheme.</li><li>• Unlimited access to online based training.</li><li>• Employee assistance programme with access to physical, mental and emotional health advice &amp; webinars, wellbeing videos and programmes, online counselling &amp; mini health checks.</li></ul>
How to apply?	If you are interested in this position, or would like further information, please email <a href="mailto:recruitment@rockms.co.uk">recruitment@rockms.co.uk</a> with the job title clearly stated in the subject line.