



Job Title	Administrator – Prison Law – Milton Keynes
Job Overview	<p>We are looking for an Administrator to support our client, a leading Law Firm at their Milton Keynes Office. The role will be supporting the Prison Law teams with their administrative duties. This is a part-time permanent post with the view of increasing hours in the future. We are looking for someone to work 3 days per week, or 21 hours equivalent, with all day on a Friday.</p> <p>This role will be based in our Milton Keynes office.</p>
Roles and Responsibilities	<ul style="list-style-type: none"> • Answer incoming telephone calls in a timely manner. • Photocopy or scan all documentation as required. • Dealing with incoming and outgoing post. • As the role progresses, there may be the opportunity to take on further admin responsibilities such as: • Open new files on the internal case management system. • 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 centralised diary system.
Person Specification	<ul style="list-style-type: none"> • Confident and clear communication skills, both verbal and written. • A strong telephone manner and excellent interpersonal skills. • Previous experience of using Microsoft Office packages. • Ability to learn and efficiently use practice and case management software. • Experience of using digital dictation equipment. • Excellent organizational and administrative skills with a proactive approach. • Ability to multi-task and prioritize workloads. • Adaptable and able to work under pressure. • A good team player with the ability to also work well without supervision.
Salary	Starting salary of £23,500 per year
Working hours	Part time, 3 days a week or 21 hours equivalent. Must be able to work Fridays.
Job type	Permanent- Full time – Office based
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



	<p>good opportunities for development and career progression. We expect a lot from our employees but in return we offer:</p> <ul style="list-style-type: none">• 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);• Additional paid day off on your birthday.• Ability to purchase a further 5 days of holiday each year.• Discretionary additional holiday days given at Christmas (up to a maximum of 2 days)• Flexible working schemes available to all employees.• Private medical health care with the option to add optical and dental care.• Discounted gym memberships.• Fresh fruit baskets in each office on a weekly basis.• Cycle to work scheme.• Unlimited access to online based training.• Employee assistance programme with access to physical, mental and emotional health advice & webinars, wellbeing videos and programmes, online counselling & mini health checks.
How to apply?	<p>If you are interested in this position, or would like further information, please email recruitment@rockms.co.uk with the job title clearly stated in the subject line.</p>