

JOB DESCRIPTION

OFFICE ADMINISTRATOR

Location: Central London

Travel Required: No

Salary Range: £25,000 - £35,000

Hours: Full time (37.5 hrs P/W)

Remote/Office Based: Office based

Benefits: Discretionary bonus, workplace pension, medical and dental cover

THE JOB

For a professional individual that provides vital support to the legal team across various practice areas, assisting with research, document preparation, case management, and client communication. Reporting to the Partners, they will be responsible for supporting the day-to-day activities of the legal department, ensuring that all tasks are completed efficiently and on time. The Paralegal will assist with drafting legal documents, preparing case files, conducting legal research, and liaising with clients, under the guidance of the Partners. They will play an important role in maintaining smooth operations within the firm, contributing to the delivery of high-quality legal services.

THE BUSINESS

Ali Legal Ltd is a forward-thinking commercial law firm based in the heart of London. We specialise in three key practice areas: corporate/commercial, property, and litigation.

Our corporate/commercial team works on a wide range of corporate and transactional agreements, partnering with businesses of all sizes to drive growth and success.

With a diverse client base spanning multiple industries, we're proud to be trusted by leaders in their fields.

The property department provides expert advice and services in both commercial and residential sectors. As a member of several bank panels, we offer comprehensive conveyancing services and regularly handle complex property transactions across London, including commercial leases, developments, enfranchisement, and more.

Our litigation team takes on high-stakes cases, often representing clients in the High Court and beyond. We're known for our ability to tackle challenging disputes head-on.

At Ali Legal, we're all about people, excellence, and professionalism. We're committed to delivering results that matter—whether that's sealing a deal or resolving a dispute.

We deliberately keep our team small but mighty to ensure that both our clients and our people experience a close-knit, personalised service. We believe that's what makes us different.



REQUIREMENTS

Experience: At least 2-3 years of experience in office administration or a similar administrative support role, preferably in a legal or professional services environment.

Organisational Skills: Strong organisational skills, with the ability to manage multiple tasks, prioritise effectively, and meet deadlines.

Communication: Excellent written and verbal communication skills, with the ability to liaise confidently with clients, colleagues, and external parties.

Attention to Detail: High attention to detail, especially when handling office systems, documents, and scheduling.

IT Skills: Proficiency with office management software, MS Office Suite, and basic knowledge of legal case management systems.

Teamwork: Ability to work collaboratively in a team environment, supporting colleagues and assisting with a variety of administrative tasks.

Problem-Solving: Proactive approach to resolving office-related issues and improving operational efficiency.

Confidentiality: Ability to handle sensitive information with discretion and maintain confidentiality.

Time Management: Strong time management skills to handle varying workloads and competing priorities.

Location: Based in London.

4 days in London Office

1 day work from home on Wednesday

Full Time

APPLICATION PROCEDURE

Ready to join the squad? Send us your CV and a cover letter telling us why you're the perfect fit for this role direct to our MD at akbar@alilegal.co.uk. Don't wait too long—applications are due by January 31st!

Please note this is a full time role whereby you will be directly employed by Ali Legal Ltd with the expectation of full time dedication. Please DO NOT apply if you:

- are seeking a consultancy opportunity (all team members are direct employees only)
- are a recruitment agency
- offer outsourcing services.

