

Operations Co-Ordinator

- Truro Head Office
- Permanent
- Monday-Friday: 9-5 (35 hours per week)



About this role

Are you looking for the next step in your career as an administrator?

We are a motivated and very busy team and we're seeking a highly organised and efficient administrator to join us as our Operations Co-Ordinator to support the Partners, Branch and Department Managers in all essential functions connected with running a modern and successful law firm. We are seeking an individual to assist the team in driving greater efficiencies and enabling our fee-earning teams to spend their time exclusively on the practice of law.

Reporting primarily to the Managing Partner and Finance Manager, but also with significant liaison with other key office holders within the firm, including the IT and HR Managers, this role provides a great opportunity to build on existing fundamental administrative and organisational skills.

You'll coordinate and manage cross-functional operational administration across the firm including: arranging and co-ordinating supplies, maintenance, insurances, security, waste management and safety risk assessments across the branches; acting as the key contact and co-ordinator for the annual professional indemnity insurance renewal; ensuring that vehicles are maintained, taxed and insured; ensuring core memberships of legal organisations and panels are renewed and maintained; liaising with our Head of Property to ensure that locum cover is in place; acting as the key liaison between our remote transcription services provider and the end-users; planning and organisation of staff events; providing ad-hoc assistance on projects, legal operation initiatives and other core functions under the primary remit of other office holders.

About you

We are committed to diversity and inclusion at work and welcome applications from people of all backgrounds.

You will be looking to start or develop your experience as an Operations professional (and we want to support you in doing this). You'll have at least 12 months' administrative experience, ideally within a law firm although this is not essential. An interest in the law and the work our fee-earning teams do is beneficial, as it will assist you in performing the operations role more efficiently.

We need you to be superbly well-organised, capable of managing multiple tasks at once, working well under pressure, with first-class written skills and a keen eye for detail. You will be required to assist the core management teams drive change (while enduring possible resistance!) and so adaptability is also essential to creating efficiency and effectiveness in a multi-faceted environment. You will need to be adept at building relationships, with the key office holders, within the legal departments and across the firm. A professional approach along with excellent communication skills and an ability to negotiate with suppliers are also essential skills for the role.

You'll be enthusiastic, friendly and approachable, and respect confidentiality in all matters.

If you are looking to develop further and study towards management and leadership qualifications, talk to us more about this, we would love to support you.

About Nalders

Nalders LLP is one of Cornwall's oldest and largest law firms with seven offices in Truro, St Austell, Camborne, Falmouth, Helston, Newquay, and Penzance. For over 225 years, local people, families, and businesses have trusted Nalders to manage their legal matters. The firm is innovative, forward-looking and commercially astute – which is made possible by our valued team, made up not only of lawyers and those who support them, but also the key staff in our auxiliary departments: Finance, Compliance, HR, IT and Operations.

Why work with us

As an Operations Co-Ordinator you will become part of a fantastic team and we offer a range of staff benefits:

- Opportunities to progress through the business
- Ongoing support and training
- Discount on services (subject to length of service)
- Eye Care Scheme
- Contributory pension scheme
- Exam and Study Leave

Apply now

If you are interested in being considered for any of these roles, please email your CV and a covering letter, stating your commutability to the HR Department at careers@nalders.co.uk