

PERSON SPECIFICATION

Job Title:	Probate Administrator
Department:	Probate
Responsible to:	Probate Team Leader
Experience Required	
<p>Essential:</p> <ul style="list-style-type: none"> • Administration experience. • Ability to work as part of a team and after training, without direct supervision. • Call handling. • Good organisational and customer service skills. <p>Desirable:</p> <ul style="list-style-type: none"> • Knowledge of Probate. • Experience with legal case management systems. 	
Skills Required	
<ul style="list-style-type: none"> • Excellent Admin and organisational skills. • Excellent IT skills. • Comfortable with using computerised systems. • Excellent attention to detail. • You will need to be conscientious. • You will be a good communicator, confident on the phone and writing emails. • Competent with diary management. • Good inter-personal skills and understanding manner. • Positive “can-do” mature attitude. 	
Other Requirements	
<p>Essential:</p> <ul style="list-style-type: none"> • Self-motivated, proactive and friendly team player. • Flexible individual who is able to respect and support others within the team. • Commitment and loyalty to the organisation’s values & mission. 	
This person specification will be reviewed and updated annually in consultation with relevant staff.	



Details on our Full STEP Members can be found on the STEP Members page at www.countrywidegroup.co.uk



www.countrywidegroup.co.uk

Tel: 01926 514 390 Fax: 01926 514 391 Email: enquiries@countrywidegroup.co.uk

Registered Office: Gables House, 62 Kenilworth Road, Leamington Spa, Warwickshire CV32 6JX

Registered Company of England & Wales No: **4844596** - VAT Registration No: **977 5851 54**