

Vacancy: Business Administrator Apprentice

Location:	Quebec Law Solicitors, 291 Roundhay Road, Leeds, LS8 4HS (on-site)
Hours:	40 hours per week
Salary:	National Minimum Wage for Apprentices

Job Description:

Quebec Law Solicitors, a reputable legal firm specialising in Civil Litigation, Consumer Law, Debt Recovery, and Landlord Tenant Law, is seeking a motivated and organised individual to join our team as a Business Administrator Apprentice. This role offers an excellent opportunity to gain hands-on experience in a dynamic legal environment, while working towards a recognised qualification in Business Administration.

Key Responsibilities:

- Undertaking front of house duties.
- Provide administrative support to our legal team, including document preparation, filing, and managing correspondence.
- Assist in maintaining case management systems, ensuring accurate and up-to-date record keeping.
- Handle telephone enquiries and direct calls to appropriate team members.
- Support with scheduling appointments, organising meetings, and diary management.
- Assist in the preparation of legal documents under supervision.
- Contribute to the smooth running of the office through general office duties such as photocopying, scanning, and mail management.
- Engage in learning and development activities as part of the apprenticeship programme.

Requirements:

- GCSEs (or equivalent) in English and Maths.
- Strong organisational and time-management skills.
- Excellent communication skills, both written and verbal.
- Basic proficiency in Word and Excel.

- A keen interest in developing a career within the legal sector.
- Ability to work effectively both independently and as part of a team.
- Commitment to completing the apprenticeship programme and related qualifications.

Benefits:

- Opportunity to gain a recognised qualification in Business Administration.
- Valuable work experience in a professional legal environment.
- Supportive learning and development atmosphere.
- Potential for career progression within the firm upon successful completion of the apprenticeship.

Quebec Law Solicitors is an equal opportunities employer and welcomes applications from all sections of the community.

About Quebec Law Solicitors:

Quebec Law Solicitors is a well-established firm in Leeds, known for its expertise in Civil Litigation, Consumer Law, Debt Recovery, and Landlord Tenant Law. We pride ourselves on providing excellent legal services to our clients and fostering a supportive and inclusive work environment for our staff.