



## Part-Time Archives Assistant

### Responsibilities

To assist Archivist with the following:

- To ensure the Firm's archived records are recorded, stored and easily retrievable.
- Maintaining files, deeds and wills in their various locations.
- Updating database.
- Keeping files spreadsheet updated.
- Retrieving files, deeds and wills and delivering as required.
- Providing file review lists to fee earners and destroying files as instructed.

### Competencies

Positive	Conscientious
Organised	Attention to detail
Methodical	Ability to prioritise
Flexible	Good communicator
Team player	Supports the Firm's culture and values
IT Skills - Word, Excel, Outlook (basic)	

### Hours/Benefits

Hours of Work	9am - 5pm - 3 days a week (21 hours) to include Mondays plus holiday cover
Benefits	15 days holiday (full-time equivalent 25 days) Life Assurance Private Medical Insurance (after 6 months) Pension Optional benefit
Location	Salisbury