

We are  
hiring

# Administrator

Clarilis liberates lawyers from complex manual drafting, so they can spend more time on the work they trained to do. We do this by combining a market-leading automation platform with experienced professional support lawyers who work with customers to deliver deep automated drafting for law firms in inhouse counsel, globally. A UK-based scale-up, Clarilis customers include over 30 of the top 100 law firms in the UK – we also have customers in Canada, US, Singapore and Africa. A scale-up with a proven track record, Clarilis is positively disrupting the legal sector by increasing lawyer capacity (reducing time to first draft by 90%) that has proven game changing and evidenced by an 100% NPS.

You can find out more about us here: [www.clarilis.com](http://www.clarilis.com)

## About the role:

Collaboration and Communication are really important to Clarilis and therefore we organise a lot of team-building activities. The primary function of this role is to organise these events. The person will also be responsible for the smooth functioning of the office and general office Administration.

## This position will see you:

- Organising of Quarterly company socials, liaising with venue and suppliers, co-ordinating numbers of employees, including for example Christmas and Summer parties; ad-hoc socials to tie into themes e.g. Comic Relief, Halloween
- Organising cards and collections for employee special occasions
- Ensuring the smooth functioning of the office and resolving any problems that crop up with relevant suppliers e.g. if electricians / plumber etc need calling out, resolving any cleaning issues with cleaning company, dishwasher problems, etc. Being the Go-to person for facility problems.
- Maintaining office supplies – stationery, fizzy drinks, coffee/ tea, milk, first aid kit, branded merchandise
- Scheduling internal and external meetings and milestone reminders (events, reviews etc.) and making sure they happen
- Answering office phone and putting through to correct person or taking message
- Organising new starters induction meetings and giving out branded merchandise
- Assisting Directors to organise complex travel arrangements
- Assisting with any general Administration when required by Managers
- Sorting the office post

For more information or to forward your CV for consideration for this role please email [recruitment@clarilis.com](mailto:recruitment@clarilis.com)

**The ideal candidate will have the following skills and attributes:**

- Proven experience in an administrative support role would be ideal
- Excellent organisational skills
- Good attention to detail
- Good communication skills (verbal & written)
- Self-motivated and professional
- Proactive, can-do attitude, and able to work with minimal supervision
- Team player
- Good, helpful telephone manner
- Confidential and trustworthy
- Diplomatic
- Good Microsoft Office skills

**What do we offer:**

The successful candidate will be offered a salary of £22,000 per annum pro rata. Benefits include:

- NEST pension with 3% company contribution on qualifying earnings
- 20 days holiday per year pro rata increasing one day per year of service up to 25 days pro rata
- Private healthcare
- Health cash back plan (dental and optical)
- Employee Assistance Programme (including face to face counselling)
- Company sick pay
- Life insurance (for those with dependants)
- Company funded socials (4 company socials a year plus 2 team socials, new starter lunch)
- Free fizzy drinks, tea, coffee, squash
- Cycle to work scheme
- Employee discounts portal

**EEO Policy:**

Clarilis is an equal opportunity employer. All qualified applicants will receive consideration for employment without regards to race, colour, religion, sex, national origin, disability, sexual orientation or any other characteristics protected by law.

**Hours:** Part-time, c 15-20 hours per week (hours to suit individual as long as during core office hours)

**Location:** Town-centre, Leamington Spa. The role is fully office-based.