



Burford Capital (UK) Limited Administrative Assistant & Receptionist London, UK

Burford Capital is the leading global finance and asset management firm focused on law. Its businesses include [litigation finance](#) and [risk management](#), [asset recovery](#) and a wide range of legal finance and advisory activities. Burford is publicly traded on the New York Stock Exchange (NYSE: BUR) and the London Stock Exchange (LSE: BUR), and it works with companies and law firms around the world from its principal offices in New York, London, Chicago, Washington, Singapore and Sydney.

Burford seeks to hire an experienced Administrative Assistant & Receptionist. As the first point of contact for all callers and office visitors the role represents and is the face and voice of Burford. Further responsibilities include assisting with HR matters & records and the onboarding of new employees; Office Administration to support the smooth, professional and efficient business operations. Providing support and working on the firm's CRM database Salesforce, in close collaboration with the Data Co-ordinator Team. Working within the global administrative team the role is integral to the successful and seamless delivery of service. This is a great opportunity for a personable, process-oriented self-starter with strong IT skills, to join an exciting and growing business at the intersection of law and finance.

The role will report to the UK Operations & HR Manager and be based in Burford's London office.

www.burfordcapital.com

COMPANY OVERVIEW

Burford Capital is the largest and most experienced provider of commercial finance to the legal sector in the world, with a core expertise in identifying and optimizing the value of legal assets for companies and law firms. Since its founding in 2009, Burford has worked with hundreds of law firms and corporations, including 93 of the AmLaw 100 and 89 of the Global 100 largest law firms. Our team has grown from five people at the end of 2009 to over 130 people today, including some 60 lawyers.

Burford possesses the resources and expertise of a large company but retains the flexibility and creativity of a startup. Team members are smart, ambitious, collaborative, curious and confident. Everyone rolls up their sleeves to perform and engage collectively for the overall success of the business. Burford values rigorous thinking, clear communication and efficient execution.

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Burford pays base salaries consistent with the financial services industry and favours incentive compensation to reward performance. Burford Capital is committed to increasing diversity and maintaining an inclusive workplace culture. We welcome applications from all qualified candidates regardless of their ethnicity, race, gender, religious beliefs, sexual orientation, age, marital status, whether or not they have a disability.

POSITION REQUIREMENTS

Office Support

- Collaborate with the Operations & HR Management to assist with HR and Admin Team projects, global and office improvement initiatives and other policy roll-outs
- Assist with on and off-boarding of employees; maintain HR records and up to date staff information
- Manage all matters pertaining to reception and office appearance; liaising with service providers, cleaners, building management and utilities as required
- Invoicing & billing. Prepare, code, and submit office invoices for payment via Expensify system. Prepare monthly submission of vendor data.
- Maintain master vendor list. Contracts and service contacts for each.
- Order and maintain inventory of kitchen sundries & stationery supplies.
- Assist with oversight of facilities & maintenance, IT or other projects to the office's physical spaces
- Other projects as required

Administrative & Reception Support

- Execute administrative tasks related to business development including securing, scheduling and tracking follow-ups to external meetings, ensuring that all sales-related activities are accurately reflected in Salesforce
- Using Outlook maintain office and conference room calendars, resolving conflicts and ensuring accuracy of office absences
- Greet all visitors, offer refreshments, escort to relevant conference room and inform the appropriate staff of their arrival
- Manage switchboard, routing incoming calls or taking messages as appropriate
- Handle incoming and outgoing mail and couriers.
- Assist with catering for meetings by ordering and setting up meals as requested
- Keep kitchens clean & tidy, maintaining coffee and other kitchen supplies
- Assist with administrative overflow and special projects from other offices as needed

SKILLS DESIRED

Qualifications & experience

- Four years of office, administrative or reception experience in a corporate or professional services office environment
- Exceptional customer-service skills, interpersonal and telephone etiquette, and effective communication in both verbal and written mediums

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New York
London
Chicago
Washington
Singapore
Sydney

- Proficiency with all core Microsoft Office applications, particularly Outlook, Word, PowerPoint & Excel
- Salesforce experience preferred

Core competencies & skills / Personal attributes & fit

- Friendly personality that is warm and approachable as well as confident and outgoing
- Strong organisational skills showing attention to detail and with the ability to prioritise. To multi-task and manage follow-up of assigned tasks to completion, on time and with limited supervision
- Resourceful problem solver able to adapt to Burford's hybrid finance/legal requirements with innovative solutions
- Proactive self-starter equally comfortable working independently or as part of a team
- Flexible team player who enjoys a variety of changing and varied assignments and is willing to take on whatever is needed to advance business goals
- Good time management skills to balance many small daily responsibilities with larger project work
- Comfortable working remotely on projects with colleagues from Burford's other offices
- Able to demonstrate discretion and confidentiality

SUMMARY

The Administrative Assistant & Reception will be the “face of Burford” in the London office and a trusted member of the office and administrative support team. His/her welcoming personality, strong IT skills, admin support and HR experience, will be key components contributing to the success of Burford's London office and all staff. The Administrative Assistant & Reception will be an energetic, “can do” team member, willing to go the extra mile to and do whatever is needed to ensure reliably excellent results. It is a terrific opportunity for an ambitious receptionist or assistant, seeking to take on new challenges and grow.