



Burford Capital Limited

Administrative & Data Assistant

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.

The Firm seeks to hire an Administrative & Data Assistant based at Reception acting as first point of contact to office visitors, over the phone and electronically. Data Assistant responsibilities include detailed CRM data management, responsibility for the quality, upkeep and expansion of the data in our Salesforce platform, which is utilized extensively in the business for business development, traditional CRM, and management of the pipeline for evaluation of investment opportunities and portfolio of investments. Administrative responsibilities encompass supporting smooth and efficient business operations, reception duties and providing administrative support to the office's senior leadership team. This is a great opportunity for a personable, process-oriented self-starter to join an exciting and growing business at the intersection of law and finance.

The role will be part of the Administration pool and is located in Burford Capital'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 while retaining the flexibility and creativity of a startup. Team members are smart, creative, 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.

Burford pays base salaries consistent with the financial services industry and favors 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.

Burford's work environment is that of a start-up and therefore fast-paced and "always on." Despite its growth, Burford has endeavored to retain a culture characteristic of a small growing firm; hence its team members are creative, resourceful, fast-moving confident people who do not need the infrastructure of a large company to succeed. There is little administrative support and the expectation is that everyone, including senior people, will roll up their sleeves to perform and engage collectively for the overall success of the business.

Burford also operates in a geographically dispersed fashion, with its senior team in multiple locations and relying heavily on email and conference calls to communicate. Strong written communication skills are absolutely essential for success and a willingness to engage in substantive discussion by email instead of personally or by telephone is critical for fit and success.

Change - and the uncertainty and alterations in course and priority that accompany change - is a constant in Burford's business. Enthusiasm for change in a rapidly developing market is essential.

POSITION REQUIREMENTS

Office Support

- Collaborate with the office leadership to assist with Admin Team projects, office improvement initiatives and policy roll-outs
- Assist with on & off-boarding of employees
- Support all matters pertaining to reception/office appearance, including liaising with service providers, cleaners, building management and utilities as required
- Prepare, code, and submit office invoices for payment via Expensify
- Order and maintain inventory for office supplies & stationery & kitchen sundries
- Other projects as required

Legal Data Management

- Research case dockets and add legal contacts, such as Defendants, Judges, etc.
- Create litigation folder sets in our document management system (iManage), maintain information on docket tracking and alert Underwriting Coordinators to duplicates and other issues
- Assist the Underwriting Coordinator Team with data management projects related to our litigation cases
- Manage updating of the weekly Pipeline and Portfolio reports by generating reminders and provide back-up support for production and distribution of the final reports
- Accurately enter new contacts and accounts for both Marketing and Underwriting, and assist with prospect research on additions to the database based upon criteria supplied by the Marketing department

- Process and update contacts for whom we have received bounce-back emails, notifications of company moves, or postal redirect/non-delivery notices
- Provide back-up and cross-functional support to other members of the Salesforce Team and Underwriting Coordinator Team

Administrative & Reception Support

- Maintain Office & Conference Room calendars, resolving conflicts and ensuring accuracy of office absences
- 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
- Greet all visitors, offering refreshments, escorting to a conference room and informing the appropriate staff of their arrival
- Manage switchboard, routing incoming calls or taking messages as appropriate
- Handle incoming and outgoing mail, packages, and faxes.
- Assist with catering for meetings by ordering and setting up meals as requested
- Keep kitchen tidy, including loading and unloading dishwasher and maintaining coffee and other kitchen supplies
- Assist with administrative overflow and special projects from other offices as needed
- Other duties as assigned

SKILLS DESIRED

Qualifications & Experience

- Two 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
- Proficiency with all core Microsoft Office applications, particularly Outlook and facility and comfort in using Excel for data cleansing & analysis.
- Experience with a CRM system, especially Salesforce, preferred
- Legal experience preferred

Core Competencies & Skills

- Friendly personality that is warm, approachable as well as confident and outgoing
- Strong organizational skills with the ability to prioritize, multi-task and manage follow-up of assigned tasks to completion, on time and with limited supervision
- Extreme attention to detail, highly organized and passionate about accuracy
- 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 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 some larger project work
- Comfortable working remotely on projects with colleagues from Burford's other offices.

SUMMARY

The Administrative & Data Assistant will be a champion and trusted member of the office and administrative support team and guardian of the data quality on Salesforce. The firm's most important technology platform. As the "face of Burford" his/her welcoming personality, attention to detail and admin support skills will be a key component contributing to the success of Burford's London office and all staff. The Assistant 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 an excellent opportunity for an ambitious assistant & data specialist seeking an "outside the box" in which to take on new challenges and to grow professionally in an exciting, growing company.