



Burford Capital Limited Administrative & IT Assistant Chicago, IL

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 & IT Assistant to support our Chicago office and the global IT and Administrative Services teams. The Administrative & IT Assistant will be responsible for the operations of the Chicago office, serve as the first point of contact to office visitors as well as participate in global administration projects. The role will report to the Manager of Administration in Burford's NY office and will work closely with the admin teams in the New York and London Offices. Administrative responsibilities encompass supporting smooth and efficient business operations and providing administrative support to the office's local and global teams.

SUMMARY

The Administrative & IT Assistant is a role involving the full spectrum of office responsibilities for Burford's Chicago office and other US offices. As such, the Administrative & IT Assistant will be a valued and trusted member of the office and the global administrative and IT support teams. As the "face of Burford," a welcoming personality, close attention to detail and admin support skills will be key components contributing to the success of Burford's Chicago office and all staff.

The Administrative Assistant will be a highly motivated, personable, collaborative individual whose independence, self-starting and strong organizational skills ensure that our office policies are clear, well-documented and clearly communicated and who is dedicated to ensuring that the Chicago office reaches peak efficiency for business growth. 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. Given that Burford's business is located at the unique intersection of finance and law, the role is an excellent opportunity for an ambitious assistant seeking an "outside the box" position in which to take on new challenges and to grow professionally in an exciting, growing company.

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 90 of the Global 100 largest law firms. Our team has grown from five people at the end of 2009 to over 140 people today, including over 65 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 provides competitive health care benefits and a 401k matching program. 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 Administration and Operational Support

- Manage day-to-day office operations of the Chicago office, including daily kitchen maintenance, the ordering of office supplies and kitchen sundry items and any necessary supplies
- Manage conference room requests; arrange catering and set-up and breakdown
- Maintain Chicago Office calendar, conference room calendars, resolving conflicts and ensuring accuracy of office absences in Outlook and Pingboard
- Handle incoming and outgoing mail, packages, and faxes
- Plan and execute office events
- Manage office visitors and complex meeting arrangements
- Manage office finances, review and process of office invoices, assist in creation of annual Chicago/DC budget, manage office spend in reference to that budget
- Manage all matters pertaining to the local office including maintaining a clean and productive working environment, and ensuring a welcoming office culture
- Select and manage all service providers, including management of outside service vendors, such as housekeeping, HVAC etc.
- Maintain schedule of required office maintenance, e.g., bi-annual carpet cleaning, annual deep cleaning etc.
- Handle facilities/tenant relations and other projects related to the office's physical spaces; act as main point of contact and communicate important messages to the staff as appropriate
- Work with US Admin Team to plan and implement the Chicago and DC office moves

- Assist with Burford University programming of internal trainings

IT Support

- Execute requests for access changes in document management system (iManage)
- Create workspaces for new hires in document management system
- Create folder sets for new vendors in document management system
- Support the IT team with updating documentation and other requests as needed
- Assist with data plan reimbursement tracking and annual documentation update
- Coordinate with IT team for on-site IT support as needed

Recruiting, On/Offboarding Support

- Work with HR team during recruitment of Chicago/DC roles to schedule interviews
- Work with US Admin Team to conduct local onboarding for new employees
- Coordinate with IT and US Admin Team to complete certain on/offboarding tasks for CH/DC employees

SKILLS DESIRED

Qualifications & Experience

- 2-5 years of administrative experience
- Experience working for a US law firm or financial services firm preferred
- College degree or certifications in office administration or related fields
- Proficient use of Office 365 applications, particularly Outlook, Word and Excel
- Experience creating and managing a budget a plus

Core Competencies & Skills

- Self-directed, go-getter willing to roll-up sleeves and make things happen; able to work autonomously as well as with a geographically dispersed team
- Corporate culture-focused, bringing enthusiasm to the office and offering up new ideas
- Friendly personality that is warm, approachable as well as confident and outgoing
- Excellent interpersonal/people skills; enthusiasm for working as a team member and ability to build strong relationships through collaboration across multiple levels of the organization
- Excellent problem-solving, organizational and communication skills to effectively negotiate and interface with a myriad of internal and external contacts
- Highly organized with a committed work ethic and strong attention to detail
- Strong ability to prioritize and manage multiple projects and deadlines simultaneously
- Excellent communication skills, both oral and written