**Client Care Assistant for Medical Negligence Triage Team: Manchester**

**Job Title**: Client Care Assistant

**Reporting to:** Senior Paralegal & Medical Negligence Triage Team Manager

**Contract:** Permanent

**Salary**: *Competitive*, Provided upon request

**Location:** Manchester

**Benefits include:** 29 days holiday per annum inclusive of 4 days of compulsory leave to be taken during the period of office closure between Christmas Eve to the 1st working day of the new year, plus all public and bank holidays; contributory pension scheme; life assurance (4 times the annual salary); interest free season ticket loan; childcare vouchers; cycle to work scheme.  We also have annual social activities and genuinely pride ourselves on having a supportive and friendly culture.

**Overview:**

An exciting opportunity to join our Medical Negligence Triage Team within the Medical Negligence Department. This is a busy and varied role dealing with all aspects of the new enquires process and working closely with Fee Earners to achieve the best outcomes for clients from their first contact with Leigh Day.

You should have strong organisational skills along with the ability to prioritise your workload and the ability to work within a team environment with a strong commitment to client care.

Previous experience is not necessary as full training will be given. However experience of working a medically orientated or law environment would be beneficial. More important is an ability to work in a compassionate and professional manner.

Role:

* To be a first point of contact for new client enquiries for medical negligence enquiries across the firm.
* Dealing with initial calls/enquires relating to medical negligence, dealing with their queries, and gathering information to enable fee earners to make a decision.

* Obtain accurate initial enquiry details from potential clients.
* Provide reliable, efficient support to the Medical Negligence team and colleagues.
* Undertake other ad-hoc duties as required from time to time.
* Doing so in a way that fits in with the firms client experience framework.

**Main duties and responsibilities**

* Answering inbound calls and accurately taking initial details from new clients.
* Contacting new and prospective clients to obtain information regarding their claim either by telephone or email.
* Accurately summarise information obtained/review relevant documentation to allow colleagues to progress or reject the enquiry.
* Liaise with the wider medical negligence triage team and support them with their duties.
* Support with administrative tasks on a daily/weekly/monthly basis.
* Attend training courses as advised by your manager and necessary for your role to enhance the client journey and your professional development.

**File/Case Management**

* Thorough and accurate completion of file notes and the case system.
* Accurately and succinctly summarising information obtained so as to allow colleagues to progress the claim.

**Telephones**

* Deal with enquiries in a sensitive, professional, and competent way and to pitch all communications with clients at a level appropriate to the individual concerned.
* Communicate effectively with team members and fee earners on enquiries and be approachable and professional at all times.
* Use Case Management Systems effectively ensuring all information is correctly recorded and passed through to appropriate team member.
* To maintain the strictest concern for and awareness of the need for data protection at all times.

**Person Specification**

* Genuine interest in working with a leading claimant law firm and passionate about providing access to justice for all.
* Ability to work and contribute within a team environment.
* Excellent telephone manner.
* Ability to communicate accurately, clearly and concisely, both verbally and in writing.
* Ability to manage own workload in a busy environment to a consistently high standard with the aptitude to work in an organised and methodical manner.
* Ability to deal with sensitive issues showing empathy and compassion at all times.
* Experience in using a variety of IT packages (MS Word, Excel, Case
* Management Systems, Outlook)
* Ability to work well under pressure, be resilient and able to deal with challenging situations.
* Demonstrate an understanding of and commitment to client care.
* No previous experience is necessary as full training will be given.
* Educated to A-Level equivalent or above.