

JOB DESCRIPTION - PROJECTS TEAM ASSISTANT

Employer:	DPS Software Ltd (Legal Software Solutions)
Job title:	Projects Team Assistant
Department:	Projects
Locations:	Enfield
Contract:	Permanent
Hours of work:	9am to 5:30pm excluding 1 hour for lunch
Reporting to:	Projects Team Manager

About us

DPS Software provide case management software and managed IT solutions to the legal profession, and we pride ourselves on building our reputation through our technology and after sales care.

We work hard to remain worthy of the awards we have won and to maintain our good reputation in the marketplace for developing and delivering new technology.

The role

Due to continued growth, we have an exciting opportunity to join our Projects Team as a Projects Assistant. This job will give you exposure to how the legal industry works on a day to day basis and the role will nurture both your written work, your problem solving and your creativity. This is ideal for someone who wishes to work in a role where they work hard, they are given responsibility and trusted to work on project essential to the business of DPS Software.

For this role you will work alongside the Projects Team Manager initially on a large SharePoint project which involves distributing knowledge to internal members of staff and producing a rejuvenated intranet for all employees. Internal training will be given to the successful candidate to ensure they are given every opportunity to flourish within the team as well as the company as a whole.

There will then be opportunities to progress onto working on projects for new as well as existing clients as part of team. The nature of the work will include exposure to the latest products we offer to our clients. You will also have the opportunity to produce written user

notes, technical notes as well as the chance to influence the development of our products based on your feedback.

If you have a creative urge or new ideas this a department that will cultivate your talent and help you progress as a professional.

Whether you wish to focus on your written, technical, creative or analytical skills this is a department that can provide you with those opportunities.

Main duties

- Working with the Projects Team Manager on the initial SharePoint projects.
- Drafting training notes for new and existing products that DPS Software offers.
- Liaising with all internal departments to deliver projects to new and existing clients.
- Participating in project meetings within the office.
- Testing new software innovations.
- Cultivating relationships with clients.
- Formulating proposals on how to deliver the project.
- The ability to take on project queries with clients to ensure the projects progress when the Projects Team Manager is unavailable.

Requirements

- Excellent organisation and time management skills are required.
- The successful candidate must be an excellent communicator.
- It is essential to have the ability to work in a team.
- The nature of this role will require the ability to liaise with clients in person as well as over the phone.
- Ideally the candidate will have an A-level/degree or equivalent
- The ability to think analytically and an interest in working on a diverse range of projects is desirable.
- You must also be proficient in Microsoft Office products such as Microsoft Word, PowerPoint and Microsoft Excel is required.
- Experience in SharePoint is ideal, however an interest and a willingness to learn will be considered.
- A candidate with an interest in the legal industry is a plus.