

JOB DESCRIPTION

JOB TITLE: Junior Associate	SALARY: £20-24k
TYPE: Permanent	BENEFITS: 24 days holiday; discretionary bonus
REPORTS TO: Manager	
WORKING HOURS: 09.00 – 17.30	START DATE: asap

Moorfields, is currently looking to recruit a junior associate to join their established Corporate Recovery team in accordance with their strategic growth plan.

This is a great opportunity to embark upon an all-round professional insolvency career, to work within a fast-track environment where career development is taken seriously and hard work and ambition are rewarded.

Role

You will work supporting the Associates and Managers and the main duties will include

- Supporting the Associates and Managers of the team
- Working on Administrations, Liquidations, CVA's and Bankruptcies
- On site assistance for trading administrations
- Completing case reviews
- Supporting the Associates and Managers in progressing cases
- Inputting data on IPS
- Progressing Administration files
- Assisting the team with ad hoc tasks

PERSON SPECIFICATION

Essential:

- Keen, Ambitious and eager to learn
- Administration experience in an office environment
- Proficient in using Microsoft Applications, i.e. Word and Excel
- Good interpersonal and communication skills
- Confidence and ability to build relationships with people
- A team player who has the ability to work on own initiative when required
- Previous experience in a business environment
- Educated to degree level