



## **Burford Capital LLC**

### **Administrative Assistant & Data Coordinator**

#### **Chicago, IL**

Burford Capital is a leading global finance and investment 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 London Stock Exchange, and it works with law firms and clients around the world from its principal offices in New York, London, Chicago, Washington, Singapore, and Sydney. Burford recently celebrated its 10<sup>th</sup> anniversary and boasts 125 employees.

The Firm seeks to hire an Administrative Assistant & Data Coordinator based at Reception acting as first point of contact to office visitors, over the phone and electronically. Data Coordinator 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. Administrative responsibilities encompass supporting smooth and efficient business operations 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 Admin pool and is located in Burford Capital's Chicago office.

[www.burfordcapital.com](http://www.burfordcapital.com)

### **COMPANY OVERVIEW**

Burford is experiencing significant growth and is consequently seeking a number of new members for its global team.

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.

Burford pays base salaries consistent with the financial services industry and favors incentive compensation to reward performance.

## **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

### ***Data Management***

- Use of Salesforce CRM. Review new entries and perform regular audits of the database for missing data, routine updates, and de-duping
- Enter accurately 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
- Prepare routine reports, data analyses and dashboards as requested
- Provide database training and data entry support to other users

### ***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, ensure their inclusion in the building's visitor list, 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.



New York  
London  
Chicago  
Washington  
Singapore  
Sydney

- 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

### *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 Admin Assistant & Data Coordinator 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 Chicago 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.



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