

<https://giaconsultancy.co.uk/job/client-operations-assistant/>

Client Operations – Legal Support Assistant

Description

My client, a well regarded commercial law firm are seeking to appoint an enthusiastic, professional and ambitious Legal Assistant to join the team responsible for Client Operations.

A varied role working within a team that provides an important role within the business and reporting to the Client Operations Director.

Responsibilities

Duties include:

- Diary management
- Maintaining client logs
- Preparation and attending client account meetings
- Preparation of MI for client meetings
- Preparation and upkeep of client operations manuals
- Following up and ensuring actions from client meetings are completed accurately and in a timely manner
- Updating of internal SharePoint client database
- Attending internal operational meetings including preparation of agendas, minutes and follow up actions
- Co-ordination of monthly and quarterly client specific publications
- Undertaking annual governance documentation reviews
- Other ad-hoc administrative tasks as and when required

Qualifications

To be successful in this role, the appointed candidate will:

- Possess previous experience in a client facing administrative role, ideally within a legal or professional services environment.
- Have an advanced level of skills in MS Office and SharePoint
- Be a confident communicator and possess strong inter-personal skills to liaise effectively with colleagues at every level.
- Be able to demonstrate initiative and flexibility in both thinking and approach.
- Possess sound experience of project management administration.
- Demonstrate hard working and resilient approach to challenges whilst maintaining client focus at all times.

Job Benefits

In return you can expect a competitive basic salary, a full range of benefits commensurate with a top law firm and also the opportunity to benefit from hybrid working (2 days in the office and 3 days working from home).

Contacts

Applications are being considered now. So if feel this role is the one for you, apply

Hiring organization

Gia Consultancy

Employment Type

Full-time, Permanent

Beginning of employment

ASAP

Duration of employment

Permanent

Industry

Administration

Job Location

Manchester

Working Hours

9am – 5:30pm Monday to Friday
Hybrid, 2 days office, 3 days WFH

Base Salary

£ 23000 - £ 28900

Date posted

January 5, 2023

Valid through

01.02.2023

today!