

<https://giaconsultancy.co.uk/job/legal-pa-corporate-immigration/>

Legal PA – Corporate Immigration

Description

My client is a national, full service law firm with offices in London city.

Continued growth has created an opportunity for a dedicated Legal PA to support their Corporate Immigration team.

Responsibilities

Duties and responsibilities include:

- To produce quality documentation for the Department.
- To communicate with clients and other contacts in a professional and courteous manner.
- To carry out administrative tasks such as opening new files, closing files, archiving etc.
- Assistance with filing of expenses, issuing proceedings, post, photocopying, faxing and general administration duties.
- To liaise with Clients on the progress of their applications
- To assist the department as appropriate, dealing with travel and accommodation arrangements, the management of fee earners' diaries and contacts details and the arrangement of client meetings, seminars and other relevant functions.
- To assist in financial management of the department (including billing and debt collection).
- Assistance with the implementation of departmental protocols and ensuring compliance with all firm file management processes
- Booking Teams calls and ensuring details are sent out to participating clients.
- Attendance at client meetings and conferences, taking notes and instructions
- Assisting fee earners in the department in effective case management, including assisting with applications to the Home Office; preparing bundles; progressing to-do/diary lists and requesting and filing relevant documents.
- Assisting with the preparation of pitch documentation

Qualifications

My client requires a minimum of 1 years experience gained within a legal firm. Experience of immigration law is an advantage but not essential. Additionally, the successful candidate will have excellent verbal and written communication skills and a high proficiency in all MS Office packages and a familiarity with PDF editing software. Finally, they need someone with a high level of self-motivation, ability to prioritise and manage time effectively and deliver the highest standards of client care.

Job Benefits

In return, you can expect a competitive base salary, a range of benefits commensurate with a leading law firm and the potential to work from home 2 days per week after a settling in period.

Hiring organization

Gia Consultancy

Employment Type

Full-time, Permanent

Beginning of employment

ASAP

Duration of employment

Permanent

Industry

Legal

Job Location

EC2V 8BB

Working Hours

Full Time

Date posted

September 25, 2023

Valid through

16.10.2023

Contacts

If you feel this is the job for you then please apply today for immediate consideration.