

<https://giaconsultancy.co.uk/job/legal-pa-employment-team/>

Legal PA – Employment Team

Description

My client is a highly regarded commercial law firm with offices in the centre of London. An exciting opportunity has arisen to support their Head of Employment and the wider team.

Responsibilities

Day to day duties include:

- Managing lawyers' diaries, room bookings, lunch and dinner meeting arrangements;
- Assisting with planning marketing events; sourcing materials. Locating venues and co-ordinating events with fee earners and stakeholders. A keen interest in business development related tasks would be great;
- Travel booking for client meetings and events (both in the UK and Internationally);
- Typing/Amending/Formatting documents to a high-standard;
- Overseeing file openings to include conflict checks and preparing client care letters;
- Being the first point of contact for potential new client enquiries;
- Financial management – ensuring bills are produced in a timely manner, to include all related disbursements; providing assistance in relation to credit control.
- Helping develop and improving team processes and putting forward ideas to assist efficiencies;
- Providing a first point of contact for clients at the office and meet and greet;
- Otherwise assisting the Head of London Employment and team fee earners as requested in the management and organisation of the team.

Qualifications

The ideal candidate will have excellent organisational, oral and written skills, accuracy and the ability and desire to proactively address issues and tasks in order to increase efficiency for the team. They will be personable and someone who is confident in their role and with their communications to the team.

Experience in Outlook, Word, Excel and PowerPoint essential.

Some experience in Litigation matters is also desirable, including:

- Liaising with the court/ tribunal where appropriate;
- Creating indexes and collating documentation for bundles;
- Creating key date tables.

Job Benefits

In return you can expect a competitive salary and benefits package, excellent working environment and the chance to work with one of my favourite firms in the UK!

Contacts

Hiring organization

Gia Consultancy

Employment Type

Full-time, Permanent

Beginning of employment

ASAP

Duration of employment

Permanent

Industry

Legal

Job Location

London

Working Hours

9am – 5.30pm Monday to Friday

Base Salary

£ 35000 - £ 40000

Date posted

December 21, 2021

Valid through

28.01.2022

Apply today for immediate consideration.