

<https://giaconsultancy.co.uk/job/legal-pa-family-team-2/>

Legal PA – Family Team

Description

Are you an accomplished Legal PA looking for a fresh and exciting challenge in 2023?

My client, a long established and highly regarded firm are looking for an additional Legal Personal Assistant to work alongside two existing PAs in their busy Family Law department.

Responsibilities

This is a varied and interesting role working for a team that represents high net worth clients in all family law related matters. Duties include:

- Document production to the highest standards including the preparation of court bundles.
- Assisting fee earners with all manner of administrative tasks including filing expenses, post, reprographics, faxing, message taking and diary management.
- Making arrangements for travel and accommodation and assisting with arrangements for functions, client meetings and seminars.
- Assisting with the financial management for the department including billing and debt recovery.
- Attending client meetings and conferences, taking notes and instructions and following up.
- Other ad-hoc duties as and when required.

Qualifications

The successful candidate will be an experienced Team PA and ideally from a legal background. Experience in family law would be a distinct advantage.

Job Benefits

In return, my client offers a competitive salary, commensurate with skills and experience, along with comprehensive benefits package with a minimum of 25 days holiday per year plus bank holidays and the office closure between Christmas and New Year, free travel insurance, employee assistance programme, along with various sports teams, social events and charity work.

Contacts

Applications are being considered now so please apply today.

Hiring organization

Gia Consultancy

Employment Type

Full-time, Permanent

Beginning of employment

ASAP

Duration of employment

Permanent

Industry

Administration

Job Location

London

Working Hours

Full Time

Base Salary

£ 32000 - £ 38000

Date posted

January 17, 2023