

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

Legal Team Assistant – Intellectual Property

Description

My client, a full service law firm with offices in central London are looking to hire a Legal Team Assistant to support a small team of fee earners.

This is an excellent opportunity for someone with a minimum of 12 months experience undertaking administration in a legal setting.

Responsibilities

As Team Assistant your days will primarily involve assisting a team of fee earners, liaising with clients, client set up and compliance, diary management, billing and controlling debts and disbursements within the team. Your responsibilities will also include:

- Producing quality documentation for the Department.
- Assisting in financial management of the department (including billing and debt collection).
- File opening, compliance and file maintenance on the firm's case management system.
- Communicating with other departments within the firm (such as Accounts, IT and Management) in an effective, professional and courteous manner.
- Filing of expenses, post, photocopying, faxing, dealing with travel and accommodation arrangements and other general administration duties.
- Assisting with the management of fee earners' diaries and the arrangement of client meetings, calls, seminars events and other relevant functions.
- Attending client meetings and conferences (taking notes and instructions at those meetings), and contact clients by phone.
- Implementation of departmental protocols and ensuring compliance with all firm's file management, compliance and accounting processes.
- Assisting fee-earners with any non-legal tasks they may require on client matters.

Qualifications

They are looking for a driven individual with a minimum of 12 months experience working within a law firm. Attention to detail and ability to prioritise and manage tasks effectively is essential in this role as you will be supporting a team of 6 fee earners.

Other skills required include:

- Excellent verbal and written communication skills.
- Proficiency in all IT and in particular Microsoft office packages, and PDF editing software.
- A high level of initiative.
- Strong client care skills and a sensitive understanding of clients' needs.
- Experience of working in intellectual property law is desired but not essential.
- Experience with a law firm's billing and case management systems is desired but not essential.

Hiring organization

Gia Consultancy

Employment Type

Full-time, Permanent

Beginning of employment

ASAP

Duration of employment

Permanent

Industry

Legal

Job Location

London

Working Hours

Full Time, Monday to Friday

Date posted

February 15, 2024

Valid through

21.03.2024

Job Benefits

In return you can expect a competitive salary, a minimum of 25 days annual leave plus office closure between Christmas and New Year, various sports and social clubs and events along with two days per year to undertaken charitable work.

Contacts

Apply today for immediate consideration.