

Legal Team PA – Business Crime Team

Description

An exciting opportunity has arisen for a growing and highly regarded firm in the heart of London. Working as part of their busy Business Crime team, the role is varied and interesting and would suit an experienced Team PA with previous experience working within the legal sector.

Responsibilities

The successful candidate will be expected to:

- Liaise with third parties in relation to business crime cases, i.e. dealing with HMCTS, counsel's chambers, CPS, police and other third parties on a daily basis.
- Ensure that all files are maintained, to include opening and closing of matters and filing relevant documents.
- Preparing billing guides and draft bills (with fee earner input) and supporting the team in managing effective and timely billing processes.
- Managing fee earner's diaries on a daily basis, including organising and scheduling meetings, appointments, arranging marketing activities etc.
- Assist fee earners in arranging and booking various training courses by completing training requests, booking individuals on courses, requesting payment from Accounts etc.
- Assist the Department Head as requested in the management and organisation of the Department.
- Assist with setting up and clearing down of meeting rooms.
- Assist where necessary with incoming post.
- Be responsible for ensuring that any typing tasks are completed within the required time frames.

Qualifications

Able to work in a fast paced environment the successful candidate will have previous experience as a high level team PA within a law firm. A formal secretarial would be an advantage but not essential as would be previous experience of working within criminal law.

What is essential is the ability to:

- Be highly organised with excellent attention to detail.
- Have responsibility for a wide range of tasks and be ready to learn new skills.
- Provide an effective, timely and efficient service to the firm's clients.
- Communicate with clients of the department in a professional and courteous manner.
- Manage queries from clients and others to assist the fee earners.
- Ensure excellent service standards and maintain high client satisfaction
- Comply with the office procedures and systems.
- Monitor and encourage file compliance by fee earners.
- Be able to work effectively under pressure and deal with demanding workloads.

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

£ 32000 - £ 35000

Date posted

December 21, 2021

Valid through

09.09.2021

- Be able to work without supervision and use your own initiative to ensure tasks are completed.
- Be professional and flexible in your approach to both work and colleagues.
- Have excellent communication skills and the ability to deal with people at all levels across the firm.

Job Benefits

In addition to interesting and varied work, all system and process training and a competitive basic salary, the firm offers a great benefits package and ongoing development.

If you feel you have what it takes to add value to this exciting team and firm then apply today for immediate consideration.

Contacts

Joanne Watkinson, Director

joanne@giaconsultancy.co.uk