



**Title:** Legal Executive Assistant  
**Department:** Admin and Office services  
**Office:** London  
**Reports to:** Administrative Services Manager

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The Firm has an opening for a Legal Executive Assistant in the Corporate Department. The primary duties are to provide full PA/LEA support to the Corporate team and assist the London office as part of the LEA team. This is a fixed term contract.

Hours: 09:30 - 17:30

Term: 12 months

Duties:

- Extensive diary management, organising meetings, video conferences and appointments both in the UK and across different time zones.
- Dealing with incoming telephone calls, email, faxes and post - taking action where appropriate.
- Booking travel, accommodation and formulating itineraries.
- Transcribing dictation.
- Daily time recording.
- Producing and amending documents, briefing papers, reports, general correspondence and presentations.
- Finalising invoices by checking and amending narratives, disbursements and VAT.
- Ensuring fee earners are well-prepared for meetings.
- Liaising with clients and other staff.
- Maintaining office systems, including data management, filing, archiving etc.
- Generating new client/matter forms.
- Assisting additional lawyers on a temporary or permanent basis as you may be assigned.
- Reception cover when requested.
- Helping other LEAs when the need arises.

Key Skills, Attributes & Experience:

- Senior EA/PA level experience.
- Able to display superior organisational skills and diary management.
- Effective communicator at all levels – both written and orally.
- Flexible approach to work.
- Confident working under pressure.
- Ability to work under own initiative.
- Ability to work to a deadline.
- Ability to display examples of excellent attention to detail.
- Ability to deal with competing demands and manage expectations/prioritise effectively.
- A team player who can also display the ability to work autonomously.
- Advanced knowledge of Outlook and Word. Some knowledge of Excel and PowerPoint.