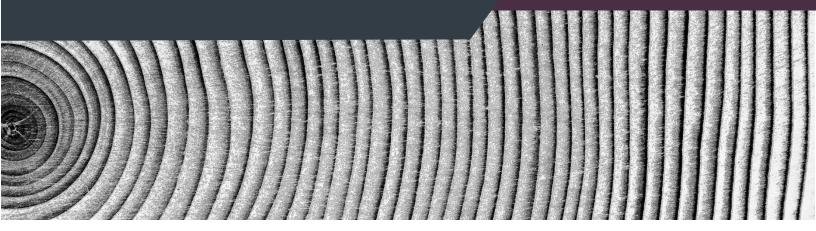


PERSONAL ASSISTANT



Reporting to: Senior Personal Assistant & Team Leader	Responsible for: NA
Department: Operations	Hours: Hours between 9:30 to 17:30, depending on business needs.
Salary: Competitive	Start Date: As soon as possible

About Hausfeld

Hausfeld is an international law firm with offices in the USA, UK, Germany, Belgium, Sweden and France. From our London office, we litigate complex commercial and competition cases on behalf of clients from all over the world. In addition, we have a thriving environmental and human rights practice taking on instructions from NGOs and individuals seeking redress in English and international courts. Hausfeld has also established itself as a pioneer when it comes to litigation funding, alternative engagement structures and group litigation.

Personal Assistant Role Summary

Hausfeld is seeking a Personal Assistant to join the team for maternity cover. The applicant will ideally start before the current Personal Assistant goes on leave, to provide a smooth handover period. The main purpose of this role is to provide exceptional administrative and customer service to those who they support, our internal clients, and external clients.

To provide a wide-ranging legal secretarial and support function for Senior Management, and Fee Earners. A team-oriented, proactive, and enthusiastic approach is essential.

General Responsibilities

- Producing all typing, secretarial services, correspondence, including lengthy document production on request.
- Preparing standard documents to the request provided, using templates
- Using the Firm's technology, including iManage, Word, Excel, PowerPoint and Outlook; information systems; Internet research and other software's.

- Arranging travel including visas and accommodation.
- Event administration including reservations, creating and sending invites, tracking and responding to RSVPs
- Carrying out conflict checks.
- Carrying out general administration tasks, including photocopying, scanning and document preparation.
- Maintaining diary and schedules for fee earners, including travel arrangements, preparing itineraries and organising internal and external lunches.
- Processing complex travel arrangements and addressing last minute changes.
- Organising and processing expenses and bill preparation as required.
- Managing time entry and management for fee earners in Aderant.
- Answering and dealing with telephone calls, also includes answering the switchboard.
- Managing Fee Earner diaries and responding to routine emails as required.
- Organising and liaising with clients and other third parties for meetings and conference calls.
- Communicating and liaising with colleagues and the Firm's other offices.
- Maintaining professional and effective dialogue with clients when fee earners are absent, ensuring close liaison with exemplary client care; proactively supporting firm client service initiatives.
- Maintaining up to date and accurate client contact databasing using our CRM.
- Keep track of client contacts and use as a business development tool.
- Organising and maintaining filing systems.
- Assisting other secretaries, fee earners and staff as required.
- Covering secretarial support during absences including, but not limited to, holiday and sickness.
- Managing reception with PA team for lunch time/holiday/sickness cover.
- Other support functions as and when required.

Required Skills

- A minimum of three years' experience of working in a Law Firm
- Fully proficient in word processing and document production with fast, accurate typing speeds.
- Proficient in all Microsoft Office applications, in particular Word with the knowledge to resolve complicated formatting issues, emailing documents, charts and tables etc. Knowledge of document management systems (e.g. Filesite) and client databases (e.g. CRM).
- Able to communicate at all levels with clarity, timeliness, and appropriateness to achieve a positive outcome.
- Able to manage assignments and organise work to meet needs whilst potentially supporting several internal clients.
- Attention to detail with the ability to complete assignments with minimal supervision.
- Appreciates the need for accurate and error-free work.
- Ability to prioritise.
- Ability to develop good working relationships with staff from all offices across the Firm.
- Experience of maintaining client contacts and business development.
- Understanding of filing systems.
- Other tasks necessary to perform the duties of the role.

Required Qualities

- Team player with a willingness to offer help to others.
- Professional with the ability to represent the Firm to external clients.
- Committed, enthusiastic and proactive.
- Very flexible with a positive attitude.
- Confidentiality.
- Works additional hours as and when required.
- Confidence to ask questions and make suggestions.
- Organisational skills.

Hours of work

35-hour week with a need for a flexible working pattern to meet the requirements of the Firm and clients, but normally based on 09:30 to 17:30, 3 days a week in the office.

Salary

Competitive.

Hours

9:30 a.m. to 5:30 p.m. with flexibility in accordance with the needs of the business.

Interested?

If you wish to apply for this role, please email recruitment-london@hausfeld.com enclosing your CV and cover letter.



Hausfeld are, and are rightly viewed as, the standout practitioners in this field. They have unrivalled strength-in-depth and are more than a match for any other firm.

Legal 500 UK, 2024

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