

**BRODIES RECRUITMENT**

**courage, character, care,
collegiate, collaborative**

Brodies LLP is a UK law firm headquartered in Scotland. It is the largest firm in its jurisdiction measured by income, directory rankings, and lawyer numbers. In the last three years, the firm's revenue has grown by 20%, and almost 100 new colleagues have joined. Today, we have more than 750 colleagues and offices in Aberdeen, Edinburgh, Glasgow, The Highlands, London and Brussels. We combine colleagues' expertise in all business areas, to deliver Enlightened Thinking - new knowledge and new legal possibilities - uniquely suited to our Scottish, UK and international clients.

 **JOB TITLE**

Executive Assistant - Employment Teams

Based in Edinburgh or Aberdeen

**REPORTING TO**

Secretarial Engagement Manager

**JOB PURPOSE**

To work as part of a team in the provision of secretarial support to the Employment team in the Edinburgh or Aberdeen office. To also assist the Employment team as a whole, whilst ensuring in addition, the provision of an efficient and quality service to Brodies external clients.

**CORE TASKS**

* Diary management – makes and amends appointments, arranges meeting rooms, tracks responses and organises refreshments if required, including updating agendas
* Anticipate requirements for meetings (both internal and external) i.e. organise papers, produce itinerary, directions, background/profile information, completion deadlines
* Inbox management – when required ensures documentation copied to client folder (as required), flags important emails and ensure dealt with, checking lawyer inbox when out of office/in meetings and actions important/urgent emails/invitations where appropriate
* Proactively organises partner management information (i.e. Op Board Reports/Strategy plans, budget information)
* Assist in ensuring consistency in Brodies Styles/Templates and Forms for the practice area
* An obligation to make efforts to get to know key clients of the person you are working for and the Brodies team who are completing that work, ensuring the highest quality client service is provided
* Responsible for drafting basic letters with enclosures; Types and amends all client correspondence and legal documents (often confidential) to a high level and in compliance with Brodies preferred document styling – should not only be extremely accurate for replication but also able to take initiative and use knowledge to check over and change documents when necessary (cross-reference, formatting, WorkShare Compare).
* Assists with Marketing and Business Development – helps maintain BD trackers, prepares information as necessary, liaises with Marketing and BD to report trips, deals, etc.
* Able to deal with clients and third parties on a day to day basis via e-mail, phone or in person, ensuring that accurate messages are communicated and dealt with professionally and proactively and within practice area guidelines.
* Proactively managing opening of client files in liaison with Partner including conducting verification of identity, research, email correspondence, managing all communication regarding file management and letters of engagement
* Updating contacts and distributions lists in outlook (and APEX where necessary)
* Prepare first draft of index for completion bible and assist in their completion generally, both paper and electronic versions
* Files documents in appropriate location both electronically and in hard copy, and organises opening and closing of files and papers when necessary
* Assists with practice area billing and reconciliations - producing first draft of bill and creating detailed billing list on a monthly basis (as required by team); Follows up process with relevant practice area through to completion. Complete appropriate cash forms as required
* Liaise with legal team in respect of their expenses ia SAP Concur.
* When necessary, undertaking some specialist duties e.g. finance, marketing/business development and paralegal
* Scan, save and organise all documents to DMS in the relevant folders
* Mail Merge (if necessary)
* Source travel and accommodation and make bookings for others in the practice area as necessary
* Attending meetings and Minute taking where appropriate
* Undertakes ad hoc administrative tasks when necessary, under the direction of solicitors and secretarial engagement manager
* Be aware of Brodies’ information security policies, and protect information assets from unauthorised access, disclosure, modification, destruction or interference at all times.

**PERSON SPECIFICATION**

* Should have knowledge and experience of working within a busy Employment team with some knowledge of procedure and relevant documentation.
* This position is demanding so the successful candidate should be used to working under pressure, often with tight deadlines
* Highly motivated with the ability to use initiative and be proactive is essential
* Excellent communication skills and confident in dealing with people at all levels
* A strong team player with a can do attitude - willing to go beyond regular duties and help out where needed
* Ability to maintain flexibility regarding office role and workload
* Organises and prioritises time effectively to achieve deadlines
* Presents a professional image to clients and other external organisations at all times
* Seeks out opportunities to provide a more efficient and proactive service to legal colleagues
* The successful candidate will be required to be flexible regarding working hours as from time to time it will be necessary to complete work during lunchtime or after 5pm
* Working practices and Executive Assistant allocations within the practice area will change from time to time and the successful candidate should have an open and flexible attitude to change and a willingness to train within the practice area and other legal teams.
* Self-motivated
* Commercial and profit focussed

**SKILLS**

* Excellent organisational skills
* Ability to multi task and prioritise
* Fast accurate typist – 60 wpm
* Proficient in the use of Microsoft applications:
* Word – track changes/mail merge
* Outlook – diary management, contacts, tasks
* Excel and PowerPoint
* Willingness to enhance IT literacy through regularly scheduled training (CPD)
* Experience of Workshare Compare
* Experience of Aderant (preferred but not essential)
* Experience of DMS (preferred but not essential)
* Experience of using internet for research purposes (preferred but not essential)

To apply for this role, please send a copy of your CV with a covering letter to recruitment@brodies.com quoting reference BR1039.

Brodies is committed to equality, diversity & the creation of an inclusive work environment. We value the skills, experience and perspective that a diverse and representative workforce offers us in terms of our ability to deliver top class legal services to our clients.

Please go to **brodies.com/privacy-notice/if-you-are-a-job-applicant** to understand in greater detail how we may use your personal information.