

**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, Inverness, 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 – Real Estate / Commercial Property team

Based in Edinburgh

**REPORTING TO**

Secretarial Engagement Manager

**JOB PURPOSE**  
  
To work as part of a team in the provision of executive assistant/administrative support to the Real Estate practice area in the Edinburgh office. To also assist the Real Estate practice area in ensuring the provision of an efficient and high quality service to Brodies external clients.

**CORE TASKS**

* Diary management – make and amend appointments, arrange meeting rooms, track responses and organise refreshments if required
* Proactive mail box management – ensure documentation copied to client folder (as required), flag important emails and ensure they are dealt with appropriately, check lawyer inbox/voicemail when out of office/in meetings and action important/urgent emails where appropriate
* Responsible for drafting Letters of Engagement
* Must maintain knowledge of current affairs in office and be 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
* Setting up and maintaining data room sites
* Update contacts and distribution lists in Outlook
* Compile records on an ongoing basis and update/correct when necessary, produce weekly/monthly reports with progress and status of accounts
* File documents in appropriate location both electronically and where appropriate in hard copy;
* Organise opening and closing of files and papers when necessary
* Assist with post-transaction administrative tasks including ordering searches, completing registrations, testing clauses, monitoring and chasing up landlord signatures, following dictation to complete SDLT forms, documentation sweeps, preparation of bibles and inventories, extranet management and monitoring accounts for small balances
* Draft fee notes, organise expense claim forms and pay invoices in compliance with office internal procedures. Follow up process with relevant practice area through to completion.
* Complete appropriate cash forms as required
* Prepare draft forms, letters and documents for signatures
* Assist with billing, attend team meetings, collate and circulate action list, prepare billing letters for legal colleagues to sign off on and maintain responsibility for monthly printouts and liaise with cash room as per client balances on instruction of solicitor
* Collect necessary receipts and information from legal colleagues and create expense form.
* Business development administrative tasks including assisting with the tenders and team sheets
* Complete mail merges when required
* Source travel and accommodation
* Carry out Workshare compare comparisons
* Minute taking where appropriate
* Responsible for monitoring and updating profiles on social media websites
* If required type up any PowerPoint presentations as and when required using Brodies formats and ensuring relevant quantity printed out, together with any handouts, in readiness for seminars.
* Liaise with legal document specialist to ensure legal colleagues deadlines are met
* If required type and amends all client correspondence and legal documents to a high standard; in compliance with Brodies preferred document styling
* Participate in the telephone rota for lunchtime phone cover and provide assistance during holidays/absence
* Provide assistance to other executive assistants in the Real Estate team as required and under the direction of the secretarial resource manager
* Undertake ad hoc administrative tasks when necessary under the direction of solicitors
* 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 Real Estate practice area
* This position is demanding so the successful candidate should be used to working under pressure, often with tight deadlines
* The ability to use initiative is essential
* Good communication skills and confident in dealing with people at all levels
* A strong team player
* Ability to maintain flexibility regarding tasks and workload
* 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.

**SKILLS**

* Excellent organisational skills
* Ability to multi task and prioritise
* Proficient in the use of Microsoft applications:
* Word – track changes/mail merge
* Outlook – diary management, contacts, tasks
* Excel
* PowerPoint
* Willingness to enhance IT literacy through training (CPD)
* Experience of Elite (preferred but not essential)
* Experience of DMS (preferred but not essential)
* Experience of Bighand (preferred but not essential)
* Experience with social media websites
* Experience of Workshare compare
* Accurate and competent in document production including formatting and presentation

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.

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