

**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 800 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 – Litigation – 9 - 12 months fixed term contract

Based in Glasgow

**REPORTING TO**

Secretarial Engagement Manager

**JOB PURPOSE**  
  
To work as part of a team in the provision of executive assistant support to the Litigation practice area in our Glasgow office. To also assist the Litigation practice area as a whole, whilst ensuring in addition, the provision of an efficient and quality service to Brodies external clients.

**CORE TASKS**

* Diary management – make and amend appointments and consultations, arrange meeting rooms, track responses and organise refreshments if required, anticipate weekly schedules and prepare for Solicitors
* Anticipate requirements for meeting i.e. organise papers, produce itinerary, directions, background/profile information
* Follow up on meetings (i.e. contact details/further appointments required)
* Proactively organises partner management information for Division/Team (i.e. implementation and strategic plans
* Liaise with clients in organising events
* Proactive Mailbox management – ensure documentation copied to client folder (as required), flag important emails and ensure dealt with, checking Solicitors inbox when out of office/in meetings and action important/urgent emails where appropriate
* Update all contacts (Outlook/Apex) and identify appropriate distribution lists
* Open new clients/matters and Visual Files, obtaining information from client papers
* Maintain knowledge of Visual Files and ensure follow all Visual Files procedures
* Produce Management Information for clients
* Responsible for CRU Management
* Type and amend any confidential emails as well as any confidential internal and external reports as required
* Mail Merge
* Save documents in appropriate location both electronically and in hard copy
* Build and maintain knowledge of Sheriff Court and Court of Session Forms/Procedures
* Must maintain intimate 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
* Organise expense claim forms and collate necessary receipts
* Pay invoices in compliance with office internal procedures. Follow up process with relevant practice area through to completion ensuring completing appropriate cash forms as required
* Assist with billing, attend team/billing meetings, prepare draft bills for Solicitors to sign off on, maintain responsibility for monthly printouts and ensure bills sent to clients timeously.
* Prepare CD Bibles
* Organise closing of files and papers when necessary.
* Maintain tidy office environment in terms of “Less Paper” guidelines
* Undertaking some specialist duties e.g. finance, marketing/business development and paralegal
* Organises practice area training
* Assist with the drafting, lodging and updating of court documents and papers
* Organise and maintain Counsel’s papers both in paper form and electronically
* Ensure scanned documents are saved to DMS in the relevant folders
* Source travel and accommodation and liaise with Division credit card holder to confirm booking
* Minute taking where appropriate
* Participate in the rota for lunchtime cover and provide assistance during holidays/absence
* Provide assistance to other Executive Assistants in the Litigation team as required and under the direction of the Secretarial Engagement Manager
* Liaise with the Legal Document Specialists to ensure the completion of all Bighand dictation and documents within the required timescales, assisting where necessary.
* Undertake 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 Litigation team
* 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
* Good communication skills and confident in dealing with people at all levels
* A strong team player with a can do attitude
* 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 Solicitors
* 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 team 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.

**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
  + PowerPoint
* Willingness to enhance IT literacy
* Experience of DMS (preferred but not essential)
* Experience of Aderant (preferred but not essential)
* Experience of Bighand (preferred but not essential)
* Experience of Visual Files Case Management System (preferred but not essential)
* Experience of using internet for research purposes (preferred but not essential)
* Willingness to enhance knowledge of Sheriff Court and Court of Session Forms/Procedures

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.