

Legal Personal Assistant (PA) | London

quinn emanuel trial lawyers
quinn emanuel urquhart & sullivan, llp

Role Overview

The Legal PA role is responsible for providing one-to-one administrative and secretarial support to a combined allocation of Associates, Of Counsel, & Partners at the firm. The role is varied and involves assisting with all aspects of their allocation's professional lives.

Key Responsibilities

- General day to day administrative and clerical tasks, with an element of legal work, such as monitoring email correspondence, drafting and processing legal correspondence and documentation for assigned PA allocation.
- Responsible for booking meetings, both in-house and external, occasionally liaising with clients.
- Liaising with third party travel agency, booking travel and accommodation arrangements, for pre-planned trips and ad hoc circumstances.
- Extensive calendar & diary management, coordinating availability for events and meetings by keeping a flow of communication with assigned allocation.
- Timesheet management – ensuring all Partner's time is entered and up to date accurately, and in line with submission deadlines.
- Acting as the primary point of contact for each individual, when dealing with internal staff & external parties.
- Managing expenses accordingly and liaising with the accounts team to process invoices in a timely manner.
- Working as part of the London PA team, covering other PA allocations when required.

Key Skills & Experience

Essential:

- Proven experience in a fast paced office environment, and strong administrative skills.
- Strong understanding of the legal system & legal terminology.
- Equipped with Microsoft Suite. i.e. Excel, Outlook, Word etc.
- Excellent communication skills, both written and verbal.
- Organisation, attention to detail & ability to produce high quality work.
- Proactivity, time management skills, & flexibility.
- Ability to multitask, work under pressure, & meet deadlines.

Desirable:

- Experience as a PA.
- Experience in the legal sector.

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