

JOB DESCRIPTION

Job Title: Legal PA	Office: Dubai
Hours of work: 9am to 5pm including one-hour lunch break with flexibility needed at all times	Reporting to: Executive Assistant and Managing Partner

DUTIES & RESPONSIBILITIES

- Provide a high level of secretarial support and be recognised throughout the firm as reliable, responsible and trusted to work closely with Partners, Associates and other fee-earners.
- Comprehensive diary management, ensuring individual and central calendars are up to date for yourself and your allocated fee-earners.
- Typing, formatting and proof-reading legal documents and drafting/sending internal and external correspondence.
- Setting up internal and external meetings, events, lunches and conference calls.
- Coordinate detailed travel arrangements including appropriate visa documentation and domestic and international itineraries.
- Communication with clients, organising meetings, making and taking telephone calls whenever necessary, monitoring emails from clients for Partners in their absence.
- Supporting our lawyers' business development activities including:
 - Preparation of PowerPoint presentations
 - Contacting relevant MBD budget holders to secure financial assistance for conferences/business trips
 - Working with practice/sector Business Development Managers to produce pitches
 - Work closely with clients, Partners and relevant CRMs to build and maintain existing and new client relationships
- End to end Matter Management including:
 - Client/Matter opening
 - Conflict Check and Client Due Diligence process - ensuring data accuracy and timely responses
 - Document organisation, indexing and assembly of files
 - Timely and accurate filing of documents and email into DM
 - Liaising with billing co-ordinators and the credit control team when required

- Identifying matters for closure and archiving completed files
- Time sheet entries - ensuring weekly inputting of time recording entries onto timesheets for assigned lawyers whenever needed.
- CRM – taking responsibility for updating contact and relationship information in OnePlace for assigned lawyers.
- Expense Claims Forms – ensuring compliance with relevant policies.
- Team work – assisting others in the group, covering for absence and picking up overflow telephone calls.
- All other administrative assistance including, filing, printing, photocopying and scanning.

SKILLS AND ATTRIBUTES

- A ‘can do’ attitude, willingness to learn and expand knowledge and skills within the role, approachability, flexibility as to hours and the role itself, a practical/common sense approach;
- Ability to build and maintain constructive relationships with individuals at different levels of seniority and from different cultures;
- Ability to interact with clients up to the delegated level of authority and build positive relationships;
- Excellent interpersonal skills;
- Advanced knowledge of Word, Excel, Outlook, PowerPoint and DM systems;
- Excellent phone manner - internally and externally coupled with an ability to communicate clearly and to listen effectively;
- Previous legal or professional services secretarial/PA experience essential;
- Accuracy and speed in audio/copy typing and marking up and formatting documents required;
- Proven ability to work effectively as a team player;
- Ability to stay calm in often demanding situations and work well under pressure.

This job description is not exhaustive and the job holder may be required to undertake additional duties from time to time to ensure the smooth running of the practice.