

Project Executive

Practice group/Global Operations team:

Global Operations

Type of Vacancy:

Permanent

Full time/Part time:

Full-Time

Contract/Part time details:**Location:**

Cardiff

About Eversheds Sutherland:

We're a modern, progressive law firm. We think differently and we've built a culture where individual skills and personalities can shine through. We believe that innovation comes from a culture of genuine equality and diversity and we are happy to discuss any reasonable adjustments individuals may require in the recruitment process, or once in post.

An exciting new opportunity has arisen for a Project Executive to join our Executive Office in our Cardiff office. This role will provide support in managing and enhancing our relationships with colleagues across our European offices and also with our partners around the globe including Latin America, Asia and Africa.

Key responsibilities:

The successful candidate will be working as part of a small team to provide support to the International Business Manager in maintaining international relationships. They will have ongoing administration tasks and will help to deliver projects to ensure that a high quality, uniform service is provided across the Eversheds-Sutherland global brand.

The main responsibilities of the role will be:

To work closely with stakeholders to deliver a consistent operational approach across Eversheds Sutherland Europe.

Co-ordination of the European offices to ensure a clear strategy.

Prepare, attend and administer board and executive meetings.

Support operational leads in hitting deadlines and key milestones.

Provide administration support including running adhoc reports and summarising the detail.

Review opportunities and referrals from the international offices, understand and improve the process and deliver analysis of trends that will help shape future strategy.

Assisting with the organisation and logistics of several set piece conferences and events throughout the year.

Work collaboratively with other support functions to provide a high quality service to the business.

Skills and experience:

Ideally the successful candidate should have experience within a professional services environment, preferably with exposure to the financial or legal communities.

Candidates should have strong administrative skill and be proficient in Excel and PowerPoint.

Applicants should be able to manipulate data and create reports. We are looking for strong project management skills and an interest in international culture.

Key competencies:

The successful candidate will be a committed team player with excellent communication and organisation skills as well as being able to meet strict deadlines. They will have good attention to detail and have the ability to work under pressure in addition to being flexible and resilient.

We are looking for individuals that are enthusiastic, proactive, confident and be comfortable working with all levels of seniority. It is likely that the role will include an element of international travel from time to time.

Eversheds Sutherland endeavours to recruit and fill vacancies directly. However, when we do need to engage with agencies, we operate within a preferred supplier list.