

Legal PA

Practice Group/Global Operations team	Company Commercial
Full time/Part time	Full Time
Location	Manchester

About Eversheds Sutherland

Eversheds Sutherland represents the combination of two firms with a shared culture and commitment to client service excellence. We are each known for our commercial awareness and industry knowledge and for providing innovative and tailored solution for every client.

As a full service global practice, we act for the public and private sector across the UK, Europe, Middle East, Africa, Asia and the US providing legal advice to clients across its company commercial, human resources, litigation and dispute management, and real estate practices.

With **69 offices** across **34 countries** worldwide, we have become one of the largest law practices in the world and a great place to work and develop your career.

The Team

Our Corporate and Banking team is a leading practice. Thanks to our resources, we are able to adopt a much more multidisciplinary approach to the way that we do business that delivers efficiency and results. Our lawyers are also supported by experienced, sector-focused experts to provide an unrivalled and seamless international offering.

The Company Commercial support team in Manchester consists of 6 Legal PA's, 1 Evening PA, 1 Billing Coordinator, 1 Administration Assistant and 1 Apprentice who are responsible for supporting 46 fee earners ranging from Partner to Paralegals.

Role Purpose

The role of Legal PA is to work closely with our fee earners, with a proactive approach, taking ownership of tasks through to completion and going above and beyond to fulfil business needs.

Our Legal PA's are responsible for a wide and varied range of tasks to support our business. We empower our people to stretch their skills and encourage ongoing personal and professional development, leading by example to junior team members. To increase motivation and help you succeed, we offer a variety of technical training and soft skills courses and are committed to a culture of continuous feedback.

Why Us?

- | **Agile** – Flexible working opportunities
- | **Benefits** – Comprehensive benefits package
- | **Corporate Social Responsibility** (CSR) – Charitable trusts and volunteering
- | **Culture** – Wellbeing, supportive, inclusive and diverse
- | **Innovation** – Winner of a number of Innovation Awards
- | **Opportunities** – Development, mentoring, STEP training programme and secondments
- | **Reputation** – UK's strongest law brand

The Role

- | Comprehensive and proactive diary and travel management, anticipating future demands of team members and actions required
- | Organising and planning meetings, to include coordinating agendas and papers for internal and external meetings, booking travel and arranging for necessary equipment and refreshments
- | Managing workflow of typing, making appropriate use of the firm's outsourced service
- | Acting as liaison point for clients and colleagues
- | Dealing and screening calls, delivering a positive client experience
- | Assisting with client queries during Fee Earner absences/mailbox management and forwarding on as necessary
- | Be a champion for process changes
- | Paper and electronic filing
- | Providing comprehensive financial administrative support to Legal Advisers; ensuring compliance with legal, firm wide and practice group specific policies and procedures
- | Proactive billing and financial support including: monthly/quarterly billing runs, management of client accounts, resolving internal/external financial queries, preparation and submission or payment of third party invoices and dealing with incoming and outgoing monies
- | Managing the end to end file management process
- | Pitch/PowerPoint creation for Partners/Fee Earner group liaising with the marketing/pitch team as needed
- | Marketing/business development, organising events, creating interaction working lists, flyers, communicating with attendees on requirements and dealing with the end to end process

Skills and Experience

- | Experience of working within Corporate or Banking
- | Experience of transactional work
- | Experience of providing Secretarial/PA support to senior team members
- | Excellent communication, organisation and interpersonal skills, with the confidence to liaise with senior team members
- | Seeks to provide an outstanding level of client services at all times Excellent problem solving skills and using initiative, anticipates what is needed and takes appropriate action
- | Desire to strive and go the extra mile
- | Strong team ethic; offer to support where necessary
- | Good relationship building skills, both internal and external

Values

Together we are



Collaborative

We leverage our collective talents for the benefit of our clients and each other and we prize teamwork and relationships.



Creative

We are innovative and creative problem-solvers, providing an enhanced client and employee experience by not being bound by custom or convention.



Professional

We deliver quality and excellence and act with the utmost integrity at all times.



Inclusive

We foster a diverse and inclusive culture that places respect and support for everyone at its core and empowers all our people to fulfill their potential.



Open

We are approachable and nurture a culture of transparency and openness.

Diversity and Inclusion

At Eversheds Sutherland, we recognise that having diverse talent across our business brings many benefits, and we are committed to accessing a wide range of views and thinking in all that we do. A culture of inclusion, where each person feels able to be their true self at work and reach their full potential is key. We recognise that bringing together the perspectives of individuals of all backgrounds, life experiences, preferences and beliefs is critical if we are to serve our global client base, people and communities as a leading global legal practice.

We are happy to discuss any reasonable adjustments individuals may require at any stage of the recruitment process, and as part of joining our team. We are also open to talking about flexible working for our roles. Please get in touch with a member of our recruitment team if you would like to discuss anything or have any questions about the process and we will be happy to assist.