

Global Entity Coordinator

Practice group/Global Operations team: Konexo, a Division of Eversheds Sutherland

Full time/Part time: Full time

Location: Manchester

About Eversheds Sutherland:

Konexo is Eversheds Sutherland's global legal and compliance alternative service provider.

Konexo is a division of Eversheds Sutherland and provides a broad portfolio of managed services, interim resource solutions and consultancy services to in house legal, compliance, HR and corporate secretarial functions. The group deploys the latest intelligent analytics, automation technology and innovative operational processes to offer unparalleled flexible access to the right blend of skills and experience.

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 law 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

The Corporate Secretarial Services Team is expanding, and is already one of the largest within a law firm, offering both UK company secretarial support and international entity management services. The team currently provides services to more than 70 multi-national clients in over 100 countries.

We are currently looking to recruit candidates within our International Team (Graduate Global Entity Coordinator). Your role will consist of assisting our clients with the coordination of their international corporate secretarial needs, through managing client relationships and working closely with our network of offices around the world.

The Role

As part of this role you can expect to be involved in:

- Coordination of corporate secretarial work in a range of jurisdictions worldwide, managing the relationship between the client and the in country legal team to ensure excellent client service is delivered
- Ensuring our clients' legal entities are compliant with local requirements, for example assisting with filing of annual accounts with the local registry prior to statutory deadlines, informing the local Registry of changes to the board of directors or addresses etc.
- Project Management of a number of clients i.e. being the main contact and first point of call for the client, ensuring client satisfaction with the overall service and developing the relationship. Helping to drive your client's objectives with the whole team

- Monthly update calls with the client to review the progress of all matters and ensuring that any action points are completed. For some clients there are also annual review meetings which can involve international travel
- Where necessary, assisting with the set-up of new clients and engaging the necessary local legal teams for the provision of corporate secretarial services which includes negotiation of fees and the terms of engagement
- Responsibility for ensuring clients' online databases are up to date and contain accurate and reliable information

Skills and experience:

- A Business, Language or Law degree are desirable but not a pre-requisite
- Excellent attention to detail, with a keen interest in project management
- A passion for client service
- Ability to work on your own initiative and be confident in dealing and communicating effectively with key stakeholders of all levels
- Excellent personal organisational skills, with the ability to prioritise work instructed across different time zones
- The ability to manage workload effectively with an understanding of how your work impacts the bigger picture
- Good computer skills, including Microsoft Word, Outlook etc.

We're a modern, progressive law firm. We think differently and we've built a culture where individual skills and personalities can shine through. At Eversheds Sutherland, 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.

In addition to the above, Eversheds Sutherland also require awareness of and full participation in the Firm's commitment to equality and diversity, the environment and health and safety.