

Communications & PR - Team Assistant

About the job

Type of Vacancy: Permanent
Full time/Part time: Full-time
Location: London

About Eversheds Sutherland:

Eversheds Sutherland represents the combination of two firms with a shared culture, values and commitment to client service excellence. We are each known for our commercial awareness and industry knowledge and for providing innovative and tailored solutions 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 the Company Commercial, Employment, Labor & Pensions, Litigation and Dispute Management, and Real Estate practices.

With over 70 offices, in over 30 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 role:

The Team Assistant will support the Communications & PR team on a wide range of administration and communications tasks.

You will be a confident and proactive colleague who enjoys working in a fast-paced environment and is keen to develop a career in public relations and communications from the ground up.

On-the-job training will be provided for the technical aspects of the role but good people skills, excellent verbal and written communication, and a hard working ethic are key attributes to succeed in this role.

Key responsibilities:

- Publishing articles, documents, and keeping relevant pages updated on the firm's intranet
- Publishing press releases to the firm's news pages on its website
- Designing a range of images for internal comms and social media activity using Photoshop
- Updating the team's social media page
- Reporting:
 - coordinating monthly reports
 - updating spreadsheets to collate the firm's media coverage
 - sourcing data and statistics to enable the team to monitor and measure the impact and engagement of its campaigns and communications activity
- Drafting short form articles for the weekly firmwide news highlights, and drafting media briefing documents
- Developing technical skills to update and manage content across the team's portfolio of applications
- Liaising with key suppliers on behalf of the team
- Coordinating dairies for the team, attendees at media interviews, filming for internal comms activity, and the annual legal awards events

Key competencies:

- Excellent understanding of Microsoft packages including Word, Excel and Outlook
- Willingness to learn and embrace new technology to ensure tasks are completed to deadline
- Comfortable of working in a fast moving environment
- Excellent all-round communication skills – including first-rate written skills (which will be tested at interview) including excellent attention to detail
- Ability to plan and organise workload, coordinate projects, set priorities, meet deadlines and follow up on tasks, often to tight deadlines, and keeping line managers updated
- Strong interpersonal skills to build relationships within the firm
- You will bring a positive, can-do attitude to this role and be an ambassador for the team
- Good team player

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.

Should you require any reasonable adjustments to enable participation in the recruitment process, please contact us so that we can discuss how best to assist.

We are open to considering flexible working options for our vacancies. Whilst we are not able to offer flexible working across all of our roles, many of our people work flexibly in some way, and we would encourage you to talk to us about this during the hiring process if you would like to explore further.

We are a LGBT+ inclusive employer and are Stonewall Corporate Champion