

Practice Group Support Team Assistant

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, Labour & Pensions, Litigation and Dispute Management, and Real Estate practices.

With 74 offices across 35 countries worldwide, we have become one of the largest law practices in the world and a great place to work and develop your career.

Practice Group Support

As one of the largest full service global law practices, our support team play a fundamental role in delivering a professional client service for both our UK and international offices. Adding value and supporting our stakeholders is the key to the success of our teams. If you thrive on being challenged and enjoy working in a highly motivated team, have a can-do approach with good communication skills, we look forward to meeting you.

We believe people develop through learning and are transforming our approach to learning and performance through our feedback and development culture and an innovative approach to professional development for all of our people. This underpins our high performance culture so that our people feel managed, supported and developed continuously and as part of their everyday work. Our comprehensive learning programmes are delivered globally using a blended learning approach, which combines technical and business skills as well as talent development.

The Role

The role of Team Assistant is to provide core support within Practice Group Support and across the business.

Our Team Assistants are responsible for a varied range of tasks, providing first class client service and undertaking a full range of transactional tasks and activities, supporting stakeholders from across the business. Within this role you will have the opportunity to network with a variety of internal teams and external organisations, enhancing your skills, knowledge and expertise. We offer a wide range of training and development opportunities, a variety of technical training and soft skills courses, and are committed to a culture of continuous feedback.

Key Responsibilities

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File opening and closing	Arranging couriers and delivering files/ documents to court and clients
Archiving and deeds scheduling	Maintaining Team sheets (i.e. capacity)
Photocopying, printing and scanning	Maintaining client contacts on Share Database (including adding and amending)
Hard copy filing	Marketing tasks to include, meet and greeting clients, preparing delegate materials, etc.
Reorganising filing cabinets	Providing ad hoc secretarial cover in times of low resource, to include audio and manuscript typing, Excel and Powerpoint.
Completing Finance forms, including expenses	Other ad hoc support as required
Stationery representative	Manage workload efficiently and effectively
Travel research and booking, including flights, accommodation and taxis	Communicate with stakeholders to ensure expectation and delivery parameters are met
Delivering and collecting time sensitive work from the Reprographics Team, including quality check controls	Continuously seek opportunities to embrace technologies which improve our ways of working and that drive efficiencies in day to day activities
IT equipment fault reporting	Demonstrate client service excellence by being responsive to all requests, effectively utilising all communication channels available
File and bundle preparation, including indexing and bible creation	
Dealing with post including special deliveries	
Name badge creation	
Book meeting rooms, catering and equipment	

Skills and Experience

Previous administrative experience within an office environment preferable but not essential	Takes ownership for the impact of their work
Seeks to provide an outstanding level of client services at all times	Prioritises workload effectively
"Can do" and positive attitude	Organised, methodical and accurate
Polite, co-operative and upbeat with all colleagues	Awareness of quality and risk and task management
Effective communicator and good interpersonal skills	Demonstrates flexibility and adaptability
Commitment to deliver and ability to use initiative	Desire to strive and go the extra mile
Good relationship building skills, both internal and external	Strong team ethic; offer to support where necessary
	Enthusiastic and interested in the role and firm
	Good IT skills and knowledge

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

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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 Champions.