



Legal Executive Assistant
DLA PIPER

Job Category: Law/Legal

Job Source: nrbjobs.com

Job Summary

Employment Type: Full Time

Gender: Any

Career Level: Entry Level

Salary: Negotiable

Posted On: 28 Sep 2024

Application Deadline: 27 Oct 2024

Job Context

- DLA Piper is, at its core, bold, exceptional, collaborative and supportive. Our people are the backbone, heart and soul of our firm. Wherever you are in your professional journey, DLA Piper is a place you can engage in meaningful work and grow your career. Let's see what we can achieve. Together.

Job Description/Responsibility

- Completes and carries out major assignments and a broad variety of tasks in support of the partner's practice.
- Exercises judgment and delegates administrative tasks and document work as appropriate to other Legal Support Services team members (Legal Support Assistants and Legal Administrative Assistants) and firm resources. When delegating, maintains responsibility for and tracks all activities/tasks/projects to successful completion. Collaborates with peers to provide team support and coverage.
- Performs work that substantively and positively impacts the success of the partner's financial viability with client matters.
- Exercises discretion and professional judgment with confidential and sensitive matters.
- Plans, coordinates, and ensures attorney Outlook calendars are maintained; identifies and resolves scheduling conflicts; coordinates complex travel itineraries.
- Works closely and proactively with attorneys to keep them well informed of upcoming commitments and responsibilities, preparing materials in advance, and following up appropriately.
- Successfully completes critical aspects of deliverables with a proactive, hands-on approach, including drafting letters or other correspondence, preparing reports, and other tasks that facilitate partner's ability to effectively build the practice.
- Handles extensive direct interaction with clients and outside business contacts.
- Prepares agendas, reports, and presentations; composes correspondence that is sometimes confidential.
- Develops and maintains professional relationships and ensures teams work together efficiently and effectively, providing clear direction and constructive feedback on projects and assignments.
- Coordinates department or practice group meetings. Takes lead in preparing logistics and engaging appropriate parties to ensure a successful meeting.
- Participates in practice group and client team meetings, as appropriate. Prepares meeting agendas, reviews meeting materials for accuracy and completeness and distributes to meeting attendees.
- Maintains paper and electronic filing systems, helping to ensure compliance with Information Governance

policies and procedures.

- Oversees billing matters (prebilling tasks including all approval forms and collaboration correspondence, international billing, liaise with biller regarding questions/issues, liaise with collections team); monitors client budgets for reporting purposes.

Education Requirements

- Diploma(Diploma in Engineering) completed.

Additional Academic Requirements

- High School Diploma or GED

Experience Requirements

- No experience is required.

Skills Requirements

- Advanced computer skills in Excel, Word and PowerPoint are required. Exhibits excellent communication and interpersonal skills required to interact with peers, lawyers, clients, business professionals, and various firm departments on a regular basis. Solid organizational skills required to manage multiple high priority projects at one time. Performs a broad range of assignments with efficiency and accuracy. Excellent time management skills necessary and the ability to work effectively in a fast-paced environment. Demonstrates strong work ethic and a flexible, dependable and positive attitude. Must maintain confidentiality and demonstrate good professional judgment.

Work Area

- Applicant should have experience of working in the following category(ies): Law/Legal

Industry Type

- Experience should include the following skills: Consultancy Firm

Address: London, United Kingdom, London, United Kingdom, United States

Company Profile: Legal

Company Website: <https://www.dlapiper.com/>