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**EXECUTIVE PA – PRIVATE CLIENT**

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| **Job Title** | Executive PA  |
| **Jobholder** | New post |
| **Salary Scale**  | Competitive  |
| **Working Pattern** | 9am – 5pm, Monday to Friday with one hour for lunch |
| **Job Purpose** | To provide effective and pro-active secretarial and administrative support. |
| **Management Responsibility for** | None |

Murray Beith Murray is one of Scotland’s leading private client law firms. For over 175 years we have specialised in meeting the legal, financial and administrative needs of individuals and families, trusts, charities and private companies.

We have a vacancy for an experienced Legal PA, to provide effective and pro-active secretarial and administrative support.

**Main Duties and Responsibilities**

* Provide a high-quality administrative service and exemplary client care
* Take a proactive approach to work carried out on behalf of the Partner(s) and take responsibility for resolving any issues that may arise
* Prepare and format documents, to include Letters of Engagement, reports and various other correspondence as required
* Anticipate and balance the needs of the Partner(s), keeping one step ahead
* Schedule appointments, arrange meetings and organise travel plans including itineraries and logistics – complex management of diaries
* Comprehensive and pro-active email management
* Confidently provide support to enable Partner(s) to fulfil their own role(s), always maintaining confidentiality
* Support the Partner(s) to help them make the best use of their time
* Undertake copy and audio dictation, accurately first time
* Ensure that client meetings are well prepared for in advance
* Act as the point of contact for both internal and external stakeholders
* Maintain accurate documents and records using our document management system
* Undertake administration for certain clients as required
* Undertake any other reasonable duties as they arise

**Skills, Knowledge and Experience**

* Previous experience working as an Executive PA/ Legal PA, preferably within a legal firm
* Proficient in the use of Microsoft Office applications with fast and accurate typing speeds, a high level of accuracy with attention to detail and the ability to proof own work
* Able to work proactively to find ways of making fee earner lives easier
* Excellent organisational skills and diary management skills is essential, and the ability to plan, prioritise your own workload and work on own initiative
* Excellent communication skills, both written and oral is essential
* Excellent internal and external client care skills, ensuring that all contact with clients is exemplary
* Proactive approach to problem solving and decision making
* You enjoy the fact that no two days ever look the same and your self-satisfaction at a job well done every day keeps you motivated.

This job description provides an overview of the key duties and responsibilities for this role and is not intended to be exhaustive

If you wish to apply for this role, please send your CV and covering letter to recruitment@murraybeith.co.uk