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**EXECUTIVE ASSISTANT – LEGAL (PRIVATE CLIENT)**

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| **Job Title** | Executive Assistant |
| **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 to a nominated Partner and the team.  |
| **Management Responsibility for** | None |

Murray Beith Murray is one of Scotland’s leading private client law firms. For over 170 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 Executive Assistant, to provide effective and pro-active secretarial and administrative support to a nominated Partner and the team. You will also be responsible for ad-hoc project work.

**Main Duties and Responsibilities**

* Provide a high-quality secretarial support service and exemplary client care
* Take a proactive approach to work carried out on behalf of the Partner and the team and take responsibility for resolving any issues that may arise
* Both copy and audio typing, including a high volume of correspondence
* Prepare legal documentation using appropriate styles
* Communicate effectively with the Partner and the team to keep them appraised of work status, and ensure that client meetings are well prepared for in advance
* Assist with basic legal research when necessary
* Attend Management Board meetings/ Partner meetings, produce accurate meeting minutes and issue to Partners and Directors in a timely manner and ensure all minute actions are followed up by the relevant parties
* Maintain accurate documents and records using our document management and manual filing system
* Organise meetings, manage diaries and make travel arrangements as required
* Photocopying, scanning and general office administration
* Undertake administration for certain clients as required
* Take an active role in project work across the Firm both in leading and participating.
* Undertake any other reasonable duties as they arise

**Skills, Knowledge and Experience**

* Previous experience working as an Executive Assistant/PA at Board level, 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
* Excellent organisational skills and diary management skills is essential, and the ability to plan and prioritise your own workload
* Excellent communication skills, both written and oral is essential
* Excellent internal and external client care skills, ensuring that all contact with clients is exemplar
* Experience of Elite Webview would be advantageous but training will be provided
* Proactive approach to problem solving and decision making

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