

## JOB DESCRIPTION

# Legal Secretary – Professional & Financial Risks – Bristol

## ABOUT US

RPC is a dynamic, collaborative and commercial law firm. We love our work, but we love our clients more. Those clients are often household names, many of our lawyers are market leaders, and by investing in long-term relationships together we achieve award-winning results.

Headquartered in London and with offices in Bristol, Hong Kong and Singapore, we support our clients globally, both through our own offices and by collaborating with leading law firm networks. We are big enough to handle the most complex matters, and agile enough to adapt quickly to the opportunities and challenges our clients face. Through our commitment to and focus on five strategic areas of importance – Commercial & Financial Disputes, Insurance, Regulatory, Retail & Consumer, and Technology & Media. – complemented by a wide variety of practice areas, our revenue increased by 43% in the last three years.

That commercial success is reinforced by our unique culture. Clients and recruits are often surprised by just how different – how approachable – we are. We hire people with personality and invest heavily in their professional development and wellbeing. Every person at RPC should feel valued, respected and free to be themselves. And we want to help everyone achieve their ambitions – our clients, as much as our people.

## DIVERSITY, EQUITY, INCLUSION & BELONGING

We are problem solvers. Whether in front of clients or behind the scenes. To solve problems creatively for clients, we need diverse collaborative thinking; drawing on different experiences, backgrounds and perspectives. That means that everyone who either applies to, or works for, the firm is treated equitably. We believe in removing barriers to equal access not least because our people define us and define what we do.

If you need support and adjustments to do your best work, whether that's during the recruitment process or throughout your time at RPC, we're here to help.

## **ROLE OVERVIEW**

### **The role**

We are now recruiting a Legal Secretary for our Bristol office. The successful candidate will provide high-quality and efficient Legal Secretarial support to fee earners within the Professional & Financial Risks team.

### **Key Internal Relationships**

Head of Practice Services, partners and fee-earners within the Professional & Financial Risks team and secretarial colleagues.

### **Reporting Line**

The role reports directly to the Head of Practice Services (Tina Lambert).

### **Duties and Responsibilities include but not are limited to the following:**

#### Organisation:

- Diary management of fee-earners as required, using own initiative to arrange meetings and conference calls
- Checking of fee-earner e-mails as required in their absence; responding where able
- Booking video/conference calls, meeting rooms and required refreshments, and making lunch and dinner reservations
- Making simple travel arrangements as required e.g. booking train tickets and collating itineraries
- Handling telephone enquiries in a professional and polite manner, taking accurate messages and following up on any agreed actions

#### Documents/Correspondence\*:

\*Only those which are not mandated for production/collation by DPD or of a length that are typed by individual fee-earners

- Managing the workflow to DPD, Reprographics etc. as required; proactively taking steps to ensure work is returned within required timescales
- Amending and formatting agreements/documents as required
- Short pieces of copy-typing and digital dictation as required Carrying out PDF to Word conversions and vice versa
- Collating all indexing on legal documentation and setting up files as necessary
- Production of short, less complex PowerPoint presentations as required
- Proof-reading of all documents to ensure the delivery of work of the highest quality
- Any general correspondence as may be required from time to time

Support of other functions/activities:

- Insertion of business contact cards into Outlook and InterAction
- Processing fee-earner expenses on Chrome River in a timely manner
- Liaison with Business Development, Marketing, Events and Finance Teams with a view to supporting them on specific team-based tasks

**Knowledge, skills and experience**

- Previous experience of working within a busy corporate environment is essential
- Excellent client care skills – the ability to deal with queries from internal and external clients in a professional and polite manner
- Excellent organisational skills – the ability to take responsibility for own tasks and prioritise work in a calm and efficient manner
- Demonstrate proactivity and the ability to work on own initiative
- Highly developed time management skills – the ability to work to very tight deadlines while maintaining a high standard of accuracy
- Highly developed communication skills – the ability to communicate in a confident and professional manner with people at all levels within the business
- Demonstrate flexibility/adaptability in meeting internal and external clients' demands – in both the nature of the work undertaken and working additional hours as required to complete the task(s)
- Reliable with a strong work ethic and a 'can-do' approach
- High levels of IT literacy in Microsoft Word, Outlook, Excel and PowerPoint (although more complex and/or lengthy documents are likely to be undertaken by others in dedicated roles)
- Highly developed administrative skills with the ability to multi-task under pressure