

## Team Assistant

Ashurst's Operations Department, Melbourne

### Recruitment

<b>About Ashurst</b>	<p>Ashurst is a leading progressive global law firm with a rich history spanning more than 200 years. We are proud of our history and are future-focused, having expanded into new technologies through our NewLaw division, Ashurst Advance, and our consulting arm. Our in-depth understanding of our clients and commitment to providing excellent standards of service have seen us become a trusted adviser to local and global corporates, financial institutions and governments in all areas of commercial law. To find out more please visit <a href="http://www.ashurst.com">www.ashurst.com</a>.</p>
<b>Department/Role overview</b>	<p>Team Assistants work closely with legal staff and Practice Executives, as well as other functions within the firm, to provide proactive and effective general administrative assistance across a diverse range of tasks within each office's Central Services Hub.</p> <p>Development within the role will be supported by the Team Leader and Operations Manager for the office.</p> <p>This role reports to the Team Leader.</p> <p>Flexibility is required between core business hours from 8:00am to 7:00pm Monday to Friday, with a staggered working arrangement.</p>
<b>Main responsibilities</b>	<p><b>Document Assistance</b></p> <ul style="list-style-type: none"><li>• Preparation of internal and client documents: photocopying, scanning, printing, faxing, binding and preparing documents and delivery/collection of large volume document production, courier or reprographic work.</li><li>• Creating and amending documents including, PowerPoint presentations, pitches, CVs, comparisons, and filing appropriately to the firm's document management system.</li><li>• Carrying out departmental specific tasks, for example Land Registry searches and preparation of Court documents.</li><li>• Liaison with Document Specialists on the completion or delivery of documents.</li></ul>

### **General Administration**

- Arranging courier collections or deliveries, and distributing post or completed work.
- Arranging meetings, conferences or video calls. Booking meeting rooms and coordinating services as requested by legal staff.
- Filing and archiving: organising, printing and maintaining hard and soft copy files, preparing expired files for vacating and arranging collection or retrieval.
- Data entry for record keeping and updating client databases.
- Processing and submitting expense claims and other administrative tasks (such as engagement letters, membership, learning records, business cards, labels).
- Arranging travel requirements through direct providers or through the online travel portal for booking of flights, accommodation, transport and itinerary.
- Assisting with New Business Intake requirements and client file opening and related processes.
- Consolidating any outstanding disbursements on client accounts and completing relevant paperwork.
- Assisting with the monthly billing process: creating or amending bill narratives and drafting/finalising bills.
- Ad hoc administrative and problem solving tasks as required
- Updating Interaction records and contact details.

### **Billing:**

- Assisting Practice Executives with creating, amending and finalising of client invoices and associated monthly client reporting.
- Risk and Control: Ensure that all activities and duties are carried out in full compliance with our regulatory requirements and internal policies.

### **Essential skills and experience**

- "Can do" and proactive approach, including accepting tasks outside the general scope of duties.
- Strong organisational skills and ability to plan and prioritise effectively.
- Demonstrates initiative and strong client focus.
- Good written and verbal communication skills.
- Behaves in a professional manner, and is personable and approachable at all times.

	<ul style="list-style-type: none"> <li>• Resilience, with the ability to thrive and effectively work with continuous change, challenging stakeholders and tight deadlines.</li> <li>• Commercial acumen.</li> <li>• Methodical approach, with high levels of attention to detail.</li> <li>• Team player, able to work well with others to achieve divisional or task specific goals.</li> <li>• Demonstrates flexibility and willingness to adjust priorities or working hours when necessary.</li> <li>• Keen to learn new skills and develop or improve skills sets.</li> <li>• Excellent level of technical ability in Microsoft Office, including Word, Excel and PowerPoint.</li> </ul>
<b>Desired skills and experience:</b>	<ul style="list-style-type: none"> <li>• Relevant experience within a professional firm.</li> <li>• Tertiary/TAFE training in Business Services/Administration.</li> <li>• Experience with billing software, like Elite 3e.</li> <li>• Experience liaising directly with senior stakeholders in a professional manner.</li> <li>• Experience in carrying out advanced internet research and analysing client material.</li> </ul>
<b>Background checks</b>	<p>In order to comply with regulatory and client requirements, Ashurst will undertake appropriate vetting of staff. When applicants accept a job offer, Ashurst, alongside a specialist provider, will undertake professional verification and background checks. These checks are only undertaken with consent, and in accordance with our legal and regulatory obligations.</p>