

JOB DESCRIPTION

Executive Assistant – Commercial, Technology & Outsourcing – London

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

The Executive Assistant will work with and provide high level 1:1 support to a Senior Partner in the Commercial, Technology & Outsourcing Corporate practice.

The role requires someone to manage the day-to-day activities of the Senior Partner and assist them at all times, anticipating their every need, second guessing their thoughts and staying one step ahead. Full involvement is guaranteed. The role requires someone who is proactive and who uses their initiative, whilst correctly judging when to consult with the team or other relevant colleagues.

Knowledge, skills and experience

- Preparing materials for meetings e.g., agendas, collating and circulating papers as appropriate – proof reading documents prior to distribution.
- Taking practical action-orientated meeting notes to ensure we capture what's agreed, hold ourselves accountable and drive forward progress.
- Carrying out research to obtain a wide variety of information or documents as requested using online or other research tools.
- Compiling reports using MS Word and Excel.
- Requesting (from Finance), interpreting and relaying financial management account information as required.
- Taking a hands-on-role in the accurate billing (including appropriate time entries and disbursements) for one of the firm's largest clients.
- Assisting with special projects when necessary.
- Performing other tasks and duties as may be required from time to time.
- Working effectively with and leveraging other legal and business services departments as required, always using tact and diplomacy and developing a network across RPC, clients and other contacts.

Attributes

- Extremely high level of confidentiality and integrity. Able to act with tact and discretion.
- Flexible and adaptable attitude and thorough approach to work with the tenacity and strong execution skills to follow tasks/projects through to completion and/or positive resolution.
- Strong financial acumen.
- Ability to organise and prioritise.

- Works on their own initiative using their instinct and intuition.
- Strong planning and project management skills.
- Proactive in completing tasks and delivers results.
- Robust and strong to be able to manage upwards.
- Creative thinker.
- Strong analytical and problem-solving skills.
- Excellent verbal and written communication skills, being able to demonstrate clarity of thought and expression.
- Excellent Microsoft Office skills to include formatting documents in Word and Excel (our Document Production Department can assist with document production especially PowerPoint/InDesign).
- Strong interpersonal skills.
- Ambassador for RPC and the Partner and act on his behalf when dealing with colleagues, clients, prospective clients, network members and other contacts.
- Works well under pressure.
- Ability to multi-task.
- Excellent team player.
- The ability to work with all levels of stakeholders and internal and external clients.
- Any other duties that may be required from time to time.
- Flexible and reliable; may be contacted outside of normal office hours to deal with work related tasks or issues.