

Team Executive

Ashurst's Operations Department, Melbourne

Recruitment

About Ashurst	<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 www.ashurst.com.</p>
Department/Role overview	<p>Team Executives work closely with legal staff, Team Assistants and Practice Executives, as well as other functions within the firm, to provide proactive and effective general administrative assistance.</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>Core business hours for the Melbourne Central Service Hub are between 8:00am to 7:00pm Monday to Friday. Team Executives work on a rotating roster between the core business hours, and the rostered hours will be discussed between you and the Team Leader.</p>
Main responsibilities	<p>Team responsibilities</p> <ul style="list-style-type: none">• Working closely with our PE/Hub Team Lead to ensure the smooth day to day running of the Hub.• First point of escalation for other Team Assistants across allocated floors (ie. assistance and knowledge sharing).• Provide additional support to monitor any incoming Service Desk Plus tasks and raising issues with the PE/Hub Team Lead as necessary.• Assisting with onboarding and team mentoring of new Team Assistants.• Responsibility for drafting and maintaining team rosters.• Provide weekly updates at Team Assistant meetings.• Assisting with organising team related events.

- Responsibility for establishing and maintaining Team Assistant Knowledge Bible (ie. tips and tricks etc).
- Providing support to backfill Practice Executives annual/sick leave.

Document Assistance

- 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.
- Creating and amending documents including, PowerPoint presentations, pitches, CVs, comparisons, and filing appropriately to the firm's document management system.
- Carrying out departmental specific tasks, for example Land Registry searches and preparation of Court documents.
- Liaison with Document Specialists on the completion or delivery of documents.

Floor Support & 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.

	<p>Billing:</p> <ul style="list-style-type: none"> Assisting Practice Executives with creating, amending and finalising of client invoices and associated monthly client reporting. <p>Risk and Control: Ensure that all activities and duties are carried out in full compliance with our regulatory requirements and internal policies.</p>
<p>Essential skills and experience</p>	<ul style="list-style-type: none"> "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. Resilience, with the ability to thrive and effectively work with continuous change, challenging stakeholders and tight deadlines. Commercial acumen. Methodical approach, with high levels of attention to detail. Team player, able to work well with others to achieve divisional or task specific goals. Demonstrates flexibility and willingness to adjust priorities or working hours when necessary. Keen to learn new skills and develop or improve skills sets. Excellent level of technical ability in Microsoft Office, including Word, Excel and PowerPoint.
<p>Desired skills and experience</p>	<ul style="list-style-type: none"> Relevant experience within a professional firm. Tertiary/TAFE training in Business Services/Administration. Experience with billing software, like Elite 3e. Experience liaising directly with senior stakeholders in a professional manner. Experience in carrying out advanced internet research and analysing client material.
<p>Background checks</p>	<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>