

Bird & Bird

A world of *possible*.

Team Executive

Commercial - London

The opportunity

An exciting opportunity has arisen for a Team Executive to join the team in the London office, working in the Commercial department.

The role is versatile and requires a proactive individual with a flexible approach, excellent attention to detail, an ability to build strong relationships and to remain calm under pressure.

The individual will have previous experience in a similar role, demonstrating their flexibility to manage an ever-changing working environment.

The firm

Bird & Bird opens up a world of possible for lawyers everywhere. Here you can advise major enterprises and high-growth businesses on matters that are often transformative in nature, and alongside people who are truly collegiate in the way they work with everyone at Bird & Bird. We are one international firm, where over 70% of our work involves teams from across our firm. And that is only going to increase. It is this common purpose and shared approach that makes for a more productive, and collaborative place to work.

Our promise

Bird & Bird is committed to maintaining an inclusive working environment and we are an equal opportunities employer. We will actively support and supervise your professional development. For those with the necessary energy and ability, we will ensure that the firm is a first-class platform on which you can develop into an industry leader. We support an agile working environment and are happy to discuss flexible working.

The team

Our commercial team consists of c.100 lawyers and is our largest team in London. The international commercial group includes; Outsourcing; IT; Telecoms; Franchising licencing and multi-channel strategies; Competition; Data protection and; Media, entertainment and sport.





What you'll do

- Demonstrate a high level of understanding of the firm, its sectors and how the Team Executive role contributes towards the wider success of the firm.
- Discuss and form a foundation for the working relationship based on a mutual understanding of the expectations for delivery of the role and the approach of each party to the other.
- Diary management for stakeholders, dealing with conflicts in a professional manner, acting as a robust gatekeeper and proactively managing the diary in real time to ensure effective communication of whereabouts and activities.
- Provide proactive reminders of meetings and events and any supporting documentation needed.
- Develop and maintain a good knowledge of the firm's key client programme where a stakeholder has responsibility to a key client to support them and produce reports and other related admin functions.
- Helping to arrange client events, such as seminars and client lunches which require liaison with the events and reception teams and the relevant Business Development contact.
- Uploading to, or downloading from, extranet / super-net client sites.
- Ensuring stakeholders' biographies and credentials are maintained and current, both on the B&B system and external sites such as LinkedIn.
- Familiarity with pitch tools, such as Loopio, and providing support to the stakeholder in pitches.
- Ensuring stakeholders' contacts and mailing lists are kept updated on Outlook and OnePlace.
- Assisting with regular client billing and financial management and ensuring information relating to any client specific requirements, such as billing procedures are recorded.
- Preparing various account and cashier payment forms and developing a good understanding of Aderant and its key functions.
- Familiarity with legal project management tools and ways of providing support to any stakeholder involved with this function.
- Completion of conflict and new client/matter opening requests. Developing an understanding of all requirements for onboarding new clients and maintaining information for existing clients.
- Drafting emails and correspondence for approval.
- Assisting team as required, including note taking on calls and assisting with time recording in InTapp.
- Responsibility for saving down of inter-solicitor correspondence in the correct manner to the DM.
- Assisting with the preparation of Court bundles, both in physical and electronic format.
- Preparation of PowerPoint presentations and Excel spreadsheets.
- Assisting with administration for lawyers' qualifications or learning records.
- Assisting others in the department including covering for absence, picking up telephone calls for the group and taking accurate messages.



About you

The successful candidate should demonstrate:

- Ability to build and maintain constructive relationships with good interpersonal skills.
- Approachability at all levels, adapting style to suit situation.
- A proactive attitude with a willingness to learn and expand knowledge and skills within the role.
- High level of skill on the range of applications used by the Firm.
- Take responsibility for own personal development and skills training.





Your firm. Your future.

- Ability to stay focussed and professional in demanding situations.
- Ownership for tasks and retaining responsibility throughout.
- Flexibility to work independently and as part of the wider team to meet demands.
- Flexibility as to hours and the role itself, a practical/common sense approach.
- High level of attention to detail, providing work that is quality checked.
- Professional phone manner with the ability to communicate clearly and listen effectively.
- Previous administrative experience in a City law firm essential, preferably in Commercial.

The main responsibilities of this role are outlined above; however, this description is not exhaustive, and the job holder may be required to undertake additional duties from time to time to ensure the smooth running of the department. The role may require some working outside our normal working hours of 9:30am- 5:30pm.

Bird & Bird is committed to creating and sustaining a diverse and inclusive environment. We are delighted to confirm that we have achieved Mansfield UK Certification. This certification was achieved by considering at least 30% women, lawyers from underrepresented racial/ethnic groups, lawyers with disabilities and LGBTQ+ lawyers for at least 70% of UK fee earner and leadership positions. We are committed to continuing to participate in Mansfield Rule UK and continue to work towards ensuring a diverse pool of candidates are considered for our roles, in line with the Mansfield Rule. You can read more about this [here](#).



In the event that we make an offer to you and you accept, we will conduct pre-engagement background checks, where permitted by local legislation and according to the nature of the role that may include right to work, professional and academic qualifications, criminal records, sanctions, financial stability, media, directorships and references from previous employers.

Please click below to view more detail in our Applicant Privacy Notice.

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