

Junior Team Executive

The Hub - London

The opportunity

An exciting opportunity has arisen for a Junior Team Executive to join the Hub in the London office.

In this role, you will work across all Practice groups as well as gaining insight into the various Business Services functions. Your role will give you exposure to various departments within the firm and provide you with a thorough understanding of how each department operates within the business.

The objective of the role is to provide business support and administrative assistance to each Practice group, working collaboratively with other team members in the Hub. The role requires a high degree of flexibility to support multiple departments and to work closely with Team Executives, Practice Executives and Executive Assistants on a daily basis.

The Hub is managed and supported by a Business Support Manager, responsible for the overall coordination and service delivery of the function.

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.



What you'll do

- Work well as part of a team and communicate with other members of the Hub to ensure work is picked up and completed in a timely manner
- Demonstrate a good level of understanding of the Firm and the Practice groups and how the Junior Team Executive role contributes towards the wider success of the Business Support function
- Develop and maintain effective working relationships with the Business Support function as well as with fee earners and Partners in each Practice group
- Assist, where appropriate, with e-filing, specifically in connection with helping to file historical emails
- Assist with efficient management of archiving and data storage
- Processing documents either in the Hub or directing to other appropriate resources whilst maintaining ownership and monitoring quality
- Responsible for assisting management of One Place to include:
 - maintenance of relevant sector /practice contacts
 - building and maintaining lists for events and mailings o recording opportunities o good working knowledge of Introhive
 - maintaining & updating RSVP lists
- Assist Executive Assistants, Practice Executives and Team Executives with:
 - completing expenses
 - travel arrangements
 - file opening processes
 - contact entries as appropriate
 - scheduling regular team calls
 - producing reports from the system, such as WIP and client information o producing documentation to support client meetings
 - sending out correspondence such as engagement letters and bills
- Develop familiarity of tools used by the firm to support various functions, such as pitching or legal project management
- Monitor and ensure consistent running of printers, including keeping them topped up with paper throughout the day and ensuring toners are replaced and re-ordered
- Monitor, tidy and ensure an adequate stock of stationery items on each floor
- Scan and distribute post to relevant individuals
- Book taxis, couriers, meeting rooms and other similar requests
- Good working knowledge of the intranet, other tools and templates available



About you

- ILEX/CILEX PA training is desirable
- Solid experience of Word, Excel, Outlook and PowerPoint
- Previous experience working in a customer service focused position (previous office experience is desirable)





- High level of attention to detail, delivering work that is quality checked
- Ownership for tasks and retaining responsibility throughout
- A proactive and innovative attitude with a willingness to learn and expand knowledge and skills within the role
- Ability to build and maintain constructive relationships with good interpersonal skills
- Approachability at all levels
- Good knowledge of the range of applications used by the Firm
- Take responsibility for own personal development and skills training
- Ability to stay focussed and professional in often demanding situations
- 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
- Professional phone manner with the ability to communicate clearly and listen effectively

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 recently achieved Mansfield Certification, following our successful participation in the UK pilot programme. 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 participating in Mansfield Rule UK 2.0 and continue to work towards ensuring a diverse pool of candidates are considered 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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