



June 2024

JOB ADVERTISEMENT

Senior Executive Assistant

TERM:
Permanent

JOB TITLE:
Senior Executive
Assistant

WORKING HOURS:
Full Time

TEAM:
Operations

LOCATION:
Preston

Harrison-Drury is a market leading Firm of solicitors with offices across the North West servicing both business and private clients. We have been successful for a fourth time placing in the Top 100 Best Mid-Size Companies to work for in the UK.

We are an employer of choice because we have a culture that challenges the conventional law firm approach and focusses our energy on getting great results for our clients, while attracting and developing brilliant people.

The Operations team are looking to recruit a Senior Executive Assistant. The overall purpose of this role is to provide executive level support at Board level and to coordinate support across the central operational teams to ensure an efficient service is provided across the whole Company.

The successful candidate will provide accurate, timely and efficient administrative support which will require them to be a strong communicator, with keen attention to detail and who is confident working within a busy commercial environment.

JOB ADVERTISEMENT

Senior Executive Assistant

Typical duties will be:

PA to the Executive Boards & Executive Chairman

- To oversee the Executive Chairman's diary, managing meetings and events, taking calls and arranging travel requirements as necessary
- Arrange all senior management team and Executive Board meetings and events, including diary management, preparation of agendas, supporting papers, and creation of Board minutes and co-ordination of follow up actions.

Operations

- To co-ordinate premises and facilities works, including liaising with external contractors
- To record, maintain and collate reports on NPS, client feedback and Gallop 12 survey results
- To be responsible for the company credit card for face to face and online transactions
- Planning and delivery of firmwide events including but not limited to CSR activities, partners retreat, staff Christmas parties, MIP.,

Risk & Compliance

- Taking responsibility for acknowledging and recording any Complaints that may be received.
- To maintain the compliance training records for the Company
- Taking responsibility for the Risk and Compliance elements of the Company's induction process, including creating new system user accounts
- Ensuring policies and procedures are kept up to date with Lexcel standards with the guidance of the support of the Risk & Compliance Manager.
- Supporting the annual Lexcel accreditation process
- Assisting with Health and Safety requirements, including fire alarm testing, first aid/fire training and accident recording.

Skills and experience:

- Significant experience of providing senior level administrative support firmwide
- Experience working in a personal assistant capacity for senior managers and/or Executive Boards
- Experience of producing Board standard agendas and minutes within a professional services business
- Educated to degree level, or substantial experience in a senior administrative role
- Experience of working with business systems
- Fully proficient working with the Microsoft Office suite to include Word/Powerpoint/Excel
- Excellent communication skills, with the ability to develop strong working relationships with colleagues at all levels
- Excellent planning and organisation skills

Desirable:

- Experience of working in the legal sector
- Experience of legal compliance work
- Project management experience
- First aider and fire warden experience