



The Law Society

Supporting Solicitors



Executive Assistant

Job purpose: To provide high quality, efficient, effective and coherent support to senior managers (i.e. heads of business units and/or Executive Directors) in a timely and effective manner.

Key Accountabilities

- Provide high level administrative support to senior managers in terms of diary management, preparing documentation for meetings, room bookings, processing expenses, travel and accommodation bookings and other ad hoc administrative tasks as required;
- Prioritise incoming post/emails, initiate action and if appropriate deal with on own initiative e.g. by referring to the relevant party or by fulfilling the request on their behalf;
- Provide support to senior managers at team meetings including booking rooms, collating papers, producing notes/actions as a result of the meeting and ensuring actions have been completed;
- Prepare draft correspondence, such as letters, emails and presentations, on behalf of senior managers for internal and external stakeholders;
- Coordinate reports, papers and documents on behalf of senior managers for Council, Board and Committee meetings as appropriate, and other ad hoc meetings, and attend such meetings as required to take notes/actions;
- Ensure senior managers are fully prepared for all meetings and discussions, by reviewing the relevant papers in advance highlighting the key points that they may wish to address;
- Coordinate all communications between the senior managers, their direct reports and staff;
- Produce the first draft of Board papers, reports, letters, speeches and presentations on behalf of senior managers for both external and internal audiences;
- Gather information and chase progress on matters to meet deadlines;
- Act in a professional manner at all times demonstrating high levels of confidentiality, discretion, initiative and integrity;
- Arrange and attend 1-1s with each senior manager in consultation with them;
- Deputise for other Executive Assistants in time of absence or annual leave;
- Support other team members, if relevant to the role and any other work as directed by line manager



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Essential:

- Experience of working as a PA/EA to more than one senior manager or senior management team
- Significant secretarial and administrative experience
- Excellent organisational skills, attention to detail and accuracy
- Ability to work with tact, diplomacy and discretion at all times
- Successful evidence of working on own initiative
- Ability to work flexibly, under pressure and to respond to conflicting priorities
- Excellent communication and interpersonal skills - both written and oral
- Experience of working with senior management
- Ability to establish strong working relationships with key internal and external stakeholders
- Ability to exercise judgement in identifying issues that need to be escalated
- Excellent minute-taking skills
- Full knowledge of all Microsoft packages, including Microsoft Dynamics

Desirable:

- Ability to influence and negotiate
- Experience of working in a team ethos where likelihood of covering each others work is high
- Ability to create working relationships with key internal and external stakeholders
- Experience of working in, or an understanding of the workings of, a membership organisation