

The firm

Bristows is a market leading law firm with a global client base across our core sectors of life sciences and technology.

Despite being smaller in terms of overall size than our major competitors, the firm has maintained its position by the exceptional quality of our lawyers and the strength and depth of our scientific and legal expertise. We have an all equity partnership that has remained stable over many years.

Personal Assistant

Commercial IP/IT/DCL

The role and candidate specification

The Firm is looking to recruit a Personal Assistant within its Commercial IP/IT/DCL team. This role will require a bright, enthusiastic, personable and discreet individual with excellent PA skills. The successful candidate will also work closely with the other Personal Assistants to provide seamless support to the team.

Responsibilities

Personal Assistants at Bristows have a core role specification. These specifications vary slightly depending on the department, but all PAs are expected to be competent in them. The core role specification for this position is listed below:

- Dealing with highly confidential, private and often sensitive information.
- Receive internal and external calls, taking messages and acting on as required, and acting as gatekeeper for partners and Associates. Initiate calls on behalf of partners and Associates as required.
- Monitor and filter all emails, recording / diarising / flagging action points on important requirements.
- Make travel arrangements and work on often complex travel itineraries.
- Extensive diary management.
- Meeting planning.
- Provide accurate and regular maintenance of complex electronic and paper filing systems.
- Proof reading and checking all work for spelling, grammar, formatting, presentation and sense.
- Familiarity with the team's relevant legal processes.
- Operate as a supportive team member providing holiday, lunchtime and absence cover for other PAs as required; ensuring all phone calls are picked up and being prepared to help out when others are busy.
- Order stationery and office equipment, and any other ad hoc duties as required



Business Development

- Responsible for keeping GARS up to date for relevant practice group/ team.
- Responsible for ensuring Interaction is up to date and fully utilised.
- Assisting with the planning and administration of events both internally and externally as required.

Billing

- Take an active role in managing the billing process, including complex fee arrangements, and working closely with other internal teams and the billing department
- Maintain accurate records of expenses/disbursements/fees for client billing
- Liaising with billing department to monitor payment of fees and responding to internal and external requests for back up documentation and further information.

Document Production

- Producing and amending business critical corporate documents with speed and accuracy.
- Maintain databases and spreadsheets in Excel.
- Produce PowerPoint presentations including charts, graphs, client pitches and proposal documents.
- Dictation - produce typed documents quickly and accurately using relevant software packages including digital dictation.
- Initiate draft responses to written correspondence in a fee earner's absence.

Key requirements

- Prior experience of working as a Legal Personal Assistant
- Absolute discretion and trustworthiness
- Very strong verbal and written communication skills
- Proactive and intelligent approach, able to use initiative to find solutions
- Resilient and calm under pressure
- Very high level of computer literacy
- Positive 'can do' attitude and personable nature
- Organised and methodical approach to work whilst remaining adaptable
- High levels of accuracy and attention to detail

Our values & culture

With around 300 staff and partners in total and one UK location, we are able to maintain a friendly atmosphere where everyone is able to get to know each other and many policies and practices can operate on a trust basis.

We are based in modern offices at Blackfriars and very much value face to face collaboration and the social element of working relationships. We have introduced a Remote Working Policy which enables staff to work in an agile way – we don't monitor attendance but simply ask that everyone spends on average across the year more time in the office than out of it. We provide a comprehensive home working set up including laptop, additional monitors, mouse, keyboard, headphone, chair etc as required.

Our firm values, which we very much "live", are Ambition, Bravery, Curiosity and Friendliness. These underpin all that we do across both our client work and our internal strategic decision making. We are signatories to the Mindful Business Charter and take our commitment to staff welfare and work life balance very seriously – for example, partners will go the extra mile themselves to ensure that Associates are not disturbed while on annual leave.

Our Wellbeing Programme is championed at partner level and is structured around the pillars of Physical, Mental, Financial and Community wellbeing with an annual programme of events, educational activities and support.

Reward & benefits

Our salary and bonus structure reflects our lack of billing targets and collaborative culture and any bonus is paid as a simple percentage bonus across the whole firm. We have a flexible benefits package that is kept under regular review and is designed with the wellbeing of our staff and their families at its heart.

Diversity & inclusion

At Bristows we are committed to championing equality, diversity and inclusion for all, and we are a proud signatory of the Law Society's Diversity and Inclusion Charter. As a firm, and as individuals, we do all we can to treat people fairly and with mutual respect. This commitment enriches our work and our working lives and has played a key part in our success over the years. It is our policy to provide equal opportunities for all employees and job applicants in relation to recruitment, selection, pay, training, working conditions and promotion opportunities regardless of age, disability, gender, gender affirmation, marital or civil partnership status, pregnancy, race, religion or belief and sexual orientation.

For more information about EDI policies and practices at the firm, please [see here](#).

For more information on our [firm values](#), [see here](#).