

## Personal Assistant – 12 Month FTC

### Department: Patent Litigation

#### The firm

Bristows is a market leading law firm with a global client base across our core sectors of life sciences and technology. The firm has maintained its high standing in the market 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 year.

#### The department:

Consistently ranked in the top tier in all major directories, the Patent Litigation practice combines technical expertise covering all the major scientific and engineering disciplines, with an unrivalled depth and breadth of litigation experience. Whilst operating mainly in the Patents Court in London, the team is also very experienced in the coordination of international disputes (including arbitration), often also working with colleagues in complementary practices within Bristows in areas such as regulatory and competition law.

#### Key responsibilities

PAs are expected to anticipate the support their fee earners require across a number of areas including M&BD, billing, travel, document support and production and inbox management. Whilst PA roles vary depending on the department, all PAs are expected to be competent in the core responsibilities listed below:

- Deal with highly confidential, private and often sensitive information.
- Extensive diary management: monitor and filter all emails, record / diarise / flag action points on important requirements and meeting planning.
- Make travel arrangements and work on often complex travel itineraries.
- Provide accurate and regular maintenance of complex electronic and paper filing systems.
- Update and maintain electronic case management 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.
- Cover Front of House duties when required.

#### Business Development

- InterAction – Responsible for proactively ensuring all their fee earners' client/contact information is up to date and they are included on the relevant mailing lists.
- GARS – Responsible for recording all relevant activity for their fee earners. This includes pitches, BD trips, work experience and event/conference attendance. Activities such as lunches, coffees and dinners should also be recorded as an activity.

- Pitches/credentials documents – assist M&BD with the preparation of these documents by using PitchPerfect in Word and PowerPoint to ensure all information is up to date and on-brand.
- Managing logistics for fee earners' attendance at events/conferences etc with input from BD regarding the budget.
- Assisting with the coordination of Bristows client-focused events, particularly where their fee-earner has direct involvement in the event or the objective of the event is aligned to their BD goals.
- Proactively seeking and attending upskilling/training on the CRM systems (such as GARs and InterAction) as our use of each system will evolve over time.

## **Billing**

- Assisting with the management of Work In Progress alongside the allocated Revenue Controller.
- Ensuring accuracy of prebills, via editing and amendments within Prebill Manager to ensure accuracy and in accordance with client specific billing requirements, including specific fee rates if applicable.
- Take an active role in ensuring the prompt dispatch of final invoices, via e-billing or other methods.
- Maintain accurate records of expenses/disbursements/fees for client billing.
- Liaising with credit control department to monitor payment of invoices and responding to internal and external requests for additional documentation and information.

## **Skills required**

- 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 value face to face collaboration and the social element of working relationships. Our remote Working Policy 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 - typically three days a week for a full time employee. 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 have an

---

active, partner-led Diversity & Inclusion group which runs awareness raising and educational initiatives in addition to ensuring that our policies and procedures remain inclusive. Our Charities Committee is equally busy and puts on a range of events from sporting to baking to our Christmas Craft Shop, all in aid of our Charity of the Year. 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 absence 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 D&I policies and practices at the firm, please [see here](#).

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