



# PA/ Executive Assistant

Bespoke legal services. Crafted for the commercial world.

Full Time Position

Flexible Office Location

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## Role: PA/ Executive Assistant (Employment)

CG is an ambitious and fast-growing law firm, committed to delivering high-quality legal services without the constraints of outdated structures. We operate in a client-first environment, ensuring our people enjoy a supportive, agile, and flexible workplace. With a client base that includes PLCs, developers, and household names, we offer exceptional opportunities for growth and development.

### What to expect:

We have a number of new roles available based out of various offices in Manchester, Lancashire and Liverpool. From general secretarial work as an Executive Assistant, to supporting the Partners as a PA on key projects, you will have a mix of duties.

### Main responsibilities:

- General secretarial duties as Executive Assistant.
- Formatting and editing a range of complex documents.
- Diary management.
- Organising business schedules and travel arrangements.
- Providing additional PA support to cover tasks and projects.
- Communicating closely with key clients.
- Arranging, organising and planning meetings.
- Taking minutes at meetings.
- Responsible for non-legal correspondence with clients.
- Collating information and producing a range of reports for the department.
- Audio and copy typing.
- Ensuring all compliance is correct and up to date.
- Client billing.
- Keeping records, filing and systems access up to date and in-line with processes.

### Main Skills and Experience needed:

- Possess strong experience as an Executive Assistant or PA.
- Any industry background will be considered, but legal would be beneficial.

- Possess excellent administrative and organisational skills.
- Able to work under pressure and to strict deadlines.
- Capable of using own initiative, being proactive and forward thinking.
- Have superb communication skills and enjoy meeting people.
- Be personable and sociable to help create a professional client experience.
- Able to use Microsoft Office to a professional standard for document editing.
- Have excellent and accurate typing skills.

**To apply, please upload your CV and a short cover note with your application detailing why you would like to work with us by clicking apply below.**

<https://hr.breathehr.com/v/pa-executive-assistant-employment-39432>

**Apply Online**