



PA / EXECUTIVE ASSISTANT

New Vacancy

An opportunity has arisen for an exciting and varied role within our Head Office in Chorley, Lancashire, From general secretarial work as an Executive Assistant, to supporting the Managing 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 department 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 Responsibilities:

- 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 for the post please email your CV and covering letter to careers@cgprofessional.co.uk