



## Personal Assistant

Beverley Morris & Co, a law firm based in Blackheath Village, London, is seeking a highly competent and personable PA for the Senior Partner.

The ideal candidate will have legal experience, ideally in the area of residential conveyancing.

It is vital that the candidate is well organised with excellent interpersonal and communication skills.

Responsibilities include but are not limited to:

- Organising the senior partner's office/arranging for essential work to be carried out.
- Uploading pre-case management files onto the case management system.
- Responding to enquiries regarding work experience and vacancies within the firm.
- Arranging photoshoots knowing which staff are in the office on which days and liaising with the photographer.
- Updating the firm's headed notepaper and email footers as necessary.
- Updating specific websites with leavers' and joiners' details.
- Forwarding emails to the appropriate persons.
- Assisting with the allocation and recording of all new enquiries into the firm, including follow up.
- Engaging with key contacts, suppliers and clients as required.
- Liaising with contractors concerning the annual maintenance of our fire extinguishers, alarm system, air conditioning, CCTV, etc.
- Collating all documents relating to the firm's premises and corresponding with other parties in relation to lease renewals, rent reviews and so on as they fall due.
- Arranging events and parties.
- Assisting in the preparation of agreements such as referral agreements, including updating any existing referral agreements as advised by our Compliance team.
- Advise staff of any new policies and/or any updates to our existing policies and keep our system fully updated.
- Arranging training sessions for the staff.
- Checking that staff are completing their requisite CPD.
- Arranging interviews of candidates for positions within the firm.
- Assisting the Senior Partner generally.
- This is a full and varied role that will provide the successful candidate with true job satisfaction through their interaction with a diverse cross-section of people.

**Job type: Full time, permanent.**  
**Salary: up to £28,000.**