

Role description

Trainee PA
Dublin

The opportunity for you

Executive summary

The Trainee PA will provide an efficient and professional secretarial and administrative support service to the PAs and the fee earning teams. The Trainee PA is principally responsible for ensuring that core tasks are completed efficiently and accurately under the supervision of the PA Manager.

Key responsibilities

- Act as a point of contact within their assigned groups, offering assistance and demonstrating an ability to obtain key information.
- Supporting the PAs and Business Development teams with coordination of business development activities and small events.
- Arranging internal/external meetings and managing room bookings.
- Proofreads work to ensure an accurate and high standard is maintained, demonstrating strong technical skills and a good eye for presentation.
- Demonstrate a full understanding of internal systems and policies.
- General administrative support.
- Establish and maintain an efficient, effective electronic filing system and other administration systems.
- Communicate confidently and effectively in a professional manner at all times.
- Communicate and share knowledge with team and proactively communicates with line manager on issues of workload and any other difficulties.
- Support the fostering of a collaborative team environment by consistently offering and providing support in order to assist colleagues for the benefit of the team.

Job title

Trainee PA

Recruiting manager

Jo Morris

Department

Legal Support

Working hours

Monday to Friday (09:30 – 17:30)

Working 5 days a week from our offices.

Location

Dublin

Perm/FTC

2 Year FTC

Salary

Competitive

Working pattern

Taylor Wessing supports agile working, and the Talent Acquisition team would happily have conversations with potential candidates about how we could support agile or flexible working needs.

The opportunity for you

Key responsibilities

- Ensure telephones are covered and answered promptly and professionally at all times.
- Understand and contribute towards team objectives.
- Develop and maintain a good understanding of the KYC/risk and compliance.
- Assist with the billing process by developing a knowledge of billing procedures and supporting others as required.
- Maintain a good understanding of BD resources and best practices.
- Manage contacts in Outlook and Interaction.
- Assist with and attending client events as and when required.

Knowledge, skills & experience

- Excellent communication skills, with the ability to work confidently and collaboratively across functions.
- Self-motivated, disciplined individual with excellent problem solving skills.
- A calm, clear thinker with keen attention to detail; a multi-tasker who enjoys a fast-paced working environment.
- A desire to take ownership and see a task through to completion.
- Excellent customer service skills with a positive can do attitude.
- Good organisational skills with experience of managing end to end tasks that require multiple touch points.
- Basic technical skills with knowledge of Word, PowerPoint and Excel packages.

About us

Taylor Wessing is a global law firm that serves the world's most innovative people and businesses.

Deeply embedded within our sectors, we work closely together with our clients to crack complex problems, enabling ideas and aspirations to thrive. Together we challenge expectation and create extraordinary results. By shaping the conversation in our sectors, we enable our clients to unlock growth, protect innovation and accelerate ambition.

Our UK sector focus



Technology, Media
& Communications



Private Wealth



Real Estate,
Infrastructure & Energy



Life Sciences
& Healthcare

Our areas of expertise

- Banking & Finance
- Brands & Advertising
- Commercial & Consumer Contracts
- Competition, EU & Trade
- Copyright & Media Law
- Corporate Crime & Compliance
- Corporate/M&A & Capital Markets
- Data Protection & Cyber
- Disputes & Investigations
- Employment, Pensions & Mobility
- Environmental, Planning & Regulatory
- Financial Services Regulation
- Information Technology
- Patents & Innovation
- Private Client
- Private Equity
- Projects, Energy & Infrastructure
- Real Estate & Construction
- Restructuring & Insolvency
- Tax
- Venture Capital

Challenge expectation, together

With our team based across Europe, the Middle East, US and Asia, we work with clients wherever they want to do business. We blend the best of local commercial, industry and cultural knowledge with international experience to provide proactive, integrated solutions across the full range of service areas.

1200+ lawyers | **300+** partners | **28** offices | **17** jurisdictions

About us

The way we work

At Taylor Wessing, we never settle for average. We're creative thinkers, problem solvers and continuous learners who excel at what we do and believe our best work is still ahead of us. We are a firm that's large enough for you to achieve your ambitions, but connected enough to be a true community.

You are joining an inclusive culture that allows you to be yourself and balance your work and home commitments. You'll gain access to high-end technology, agile processes and the trust to deliver your best work in a flexible way whilst spending the balance of your time with colleagues in our offices.

Employee development and career progression

We are committed to fostering an environment of continuous professional growth. Our dedicated approach to employee development ensures that each member of the firm receives the support and resources necessary to achieve their career aspirations. In line with this commitment, we have tailored **international** development plans that align with both individual goals and our firm's strategic vision.

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Investing in you | Tailored Benefits

Your wellbeing is always our priority and we are proud to offer bold and progressive ways of working alongside an excellent range of benefits and perks designed to support you and your family.

Key benefits

- Health Insurance
- Digital GP service
- Group disability cover
- Retirement savings
- Life assurance
- Flu vaccinations
- Eye tests
- Employee assistance programme (EAP)
- Cycle to work scheme
- Tax free travel scheme
- 25 days Holiday
- Volunteering
- Moving home
- Sabbaticals
- Enhanced family leave

Taylor Wessing in Ireland



A supportive culture, entrepreneurial attitude and wealth of talented and dedicated lawyers make Taylor Wessing Ireland a fantastic place to work, develop and thrive.

Ireland is an island of opportunity for Taylor Wessing. Many of the world's leading IT, financial services and pharmaceutical companies have established headquarters in the country due to its access to the US and European markets.

Why Dublin?

Dublin exudes the dynamism of a global city and enjoys the attention of foreign direct investment. It has a rich historical heritage and is a vibrant melting pot for arts and culture.

It benefits from connections to Cork and Galway, also global hubs for medtech, with 14 of the top 15 medical technology companies based in the region attracting new business.

From our Dublin office we support some of Ireland's most innovative people and businesses and help domestic and international clients to achieve their business objectives in the most efficient and effective way.

Our Dublin team

Since we opened our Dublin office in 2021, our Irish team has grown significantly. We now have a team of seven partners, supported by rapidly expanding fee earner and professional support teams who advise clients on their legal issues which involve:

- M&A and commercial law
- real estate
- banking and finance
- disputes and litigation
- intellectual property
- tax
- data protection and cyber.

Our international connections in the life sciences, healthcare and technology sectors integrate seamlessly with communities in Ireland, allowing new business, opportunities and relationships to thrive.

Our values

What we stand for

We are a community of independent thinkers, connected by our values and our drive to challenge expectation. Our values shape what we do and how we do it. We have built a team that reflects the firm's core values and which exemplifies inclusivity. To learn more, [click here](#).

Excellence

Creative

Responsible

Team

Integrity

Respect

Acting responsibly, together

We're committed to being a responsible business and taking accountability for our actions.

We have high ethical standards and take care of our people. We're reducing the footprint we leave in nature and engaging with our communities through cultural and charity work. Being a responsible business means we're active members of our broader society, of the legal community, and of our clients' sectors.

Whether it's building an inclusive workplace, reducing our waste or supporting the arts; we're actively working together to build a better business, and a more sustainable world.

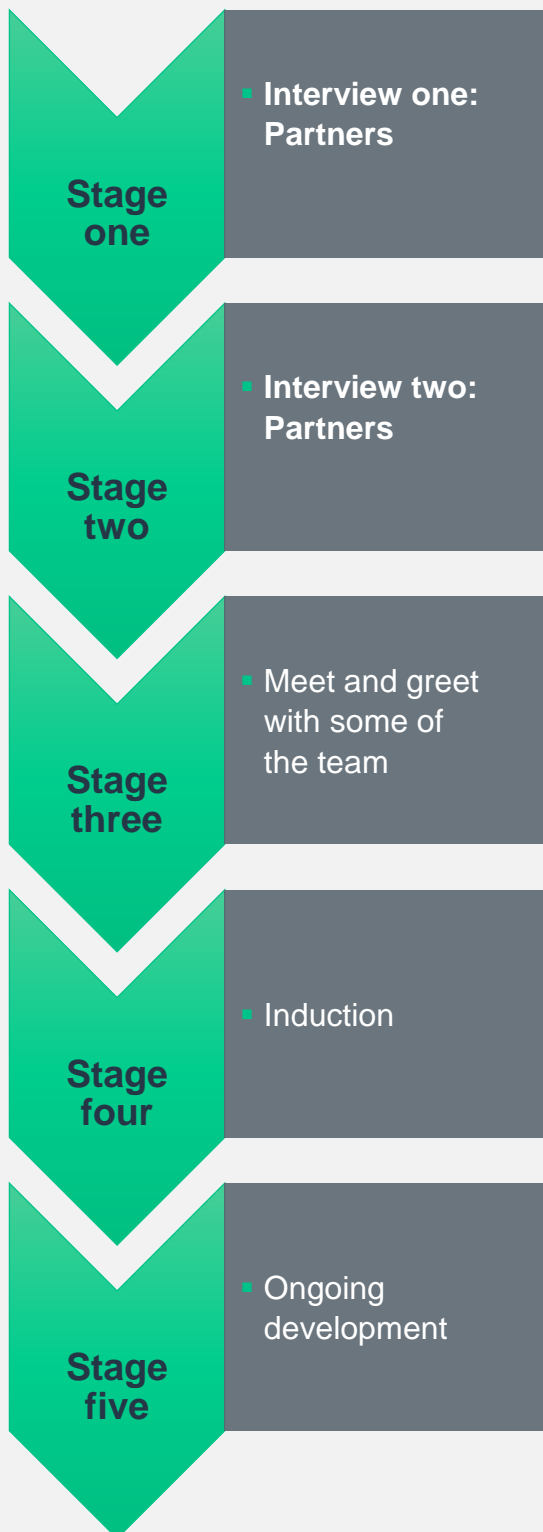
Find out more about our responsible business initiatives [online](#).

Read our latest impact report by clicking the link below.



Our Responsible Business Impact Report 2023

Your recruitment journey



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Please contact us if you require any adjustments to your application or our recruitment process.

2000+ people
1200+ lawyers
300+ partners
28 offices
17 jurisdictions

Argentina*	Buenos Aires	Mexico*	Mexico City
Austria	Klagenfurt Vienna	Netherlands	Amsterdam Eindhoven
Belgium	Brussels	Nicaragua*	Managua
Brazil*	Belo Horizonte Brasilia Rio de Janeiro São Paulo	Panama*	Panama City
Chile*	Santiago de Chile	Poland	Warsaw
China	Beijing Hong Kong Shanghai	Portugal*	Braga Lisbon Porto
Colombia*	Bogotá Bogotá, main office	Puerto Rico*	San Juan
Costa Rica*	Guanacaste San José	Republic of Ireland	Dublin
Czech Republic	Brno Prague	Slovakia	Bratislava
Dominican Republic*	Santo Domingo	South Korea**	Seoul
Ecuador*	Cuenca Guayaquil Manta Quito	Spain*	Barcelona Canary Islands Madrid Pamplona Seville Valencia Vitoria Zaragoza
El Salvador*	San Salvador	UAE	Dubai
France	Paris	Ukraine	Kyiv
Germany	Berlin Düsseldorf Frankfurt Hamburg Munich	United Kingdom	Cambridge Liverpool London
Guatemala*	Guatemala	Uruguay*	Montevideo
Honduras*	San Pedro Sula Tegucigalpa	USA	New York San Francisco
Hungary	Budapest		

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