



Role description

Support Assistant
Cambridge

The opportunity for you

Executive summary

The Support Assistant will work with other members of the Legal Support Group to provide an efficient and professional support assistant service to our clients and to the business.

The Support Assistant is responsible for ensuring that core tasks are completed efficiently and accurately under the supervision of the Legal Support Lead and Legal Support Manager.

The Legal Support Group adopt a One-Team approach so you will work closely with all other teams in the group and be given genuine opportunities to develop and learn new skills.

Key responsibilities

Trusted Advisor - Client Service

- Providing support to the Legal Support Group and demonstrate the ability to obtain key information.
- Communicate effectively in a professional manner at all times.
- Build relationships with both the team and the Legal Support Leader to effectively manage workload.

Business Manager - Focus on the task

- Scanning and dating documents.
- Support with archiving.
- Provide consistent support for completion of deals within tight deadlines. Both physical and digital assistance as required.
- Administrative tasks including but not limited to, filing, photocopying, printing and scanning.
- Basic PDF amendments.
- Monitoring and updating of the firm's workflow software – BigHand.

Leader - Works well with the team

- 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.
- Build and maintain effective working relationships with team members as well as colleagues from across the business.
- Understand and contribute towards team objectives.

Job title

Support Assistant

Recruiting manager

David Logan

Department

Legal Support

Working hours

Monday to Friday (09:30 – 17:30)

Working at least 3 days a week from our offices.

Location

Cambridge

Perm/FTC

Permanent

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

Knowledge, skills & experience

Essential

- Excellent communication skills, with the ability to work confidently and collaboratively across functions.
- Self-motivated, disciplined individual with a positive can do attitude.
- A calm, clear thinker with keen attention to detail; a multi-tasker who enjoys a fast-paced working Environment.
- Ability to quickly understand the different working ways and demands of different practice areas.
- A desire to learn and develop new skills.
- Driven to excel in all areas of the role, enhance reputation and show ambition to further TW Career.
- Good organisational skills and understands the importance of excellent client service.
- Monitor personal and team workload and show proactive approach to support where needed.
- Knowledge of Microsoft Teams, Word, PowerPoint, Outlook 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 recognise that our business services professionals are integral to our success and are therefore dedicated to their career development. We offer comprehensive development plans designed to support the growth of our business services people in their respective roles. From technical training to softer skills, these plans are crafted to ensure that our people realise and reach their full professional potential, but also complement our firmwide strategic goals allowing both the firm and our people to flourish.

For a detailed look at these development opportunities and how they can support your career progression, please refer to our [Always Learning Brochure](#). This document will provide an in-depth view of our commitment to skill development and show you the support network available as you advance within Taylor Wessing.

About us

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

- 25 days' annual leave
- Life assurance
- Group personal pension – salary sacrifice
- Income protection
- In-house and digital GP services

Health and wellness benefits

- Annual wellbeing allowance
- Private medical insurance (individual)
- Health assessments
- Dental insurance
- Critical illness insurance
- Flu vaccinations
- Eye tests
- Employee assistance programme
- GymFlex
- Counselling sessions

Lifestyle benefits

- Enhanced family leave – after one year qualifying service, you are entitled to up to 26 weeks leave full pay if you or your partner give birth or adopt a child
- Salary sacrifice electric car scheme (UK staff only)
- Cycle to work scheme
- Payroll giving
- Technology loan
- Health cash plan
- National Art Pass
- Financial wellbeing support
- Interest free season ticket loan
- Cloud Nine – our subsidised restaurant and coffee bar (London only)

Taylor Wessing in Cambridge



Operating in the heart of Cambridge for over 20 years, we offer a full-service legal solution for clients ranging from IP-rich start-ups to technology and life sciences companies that are rapidly scaling up.

Alongside our work for these companies, we advise local, national and international investors seeking to secure investments in Europe's largest technology and life sciences innovation hub.

Why Cambridge?

Cambridge is Europe's largest technology and life sciences cluster. IP-rich start-ups and large multinationals including Amazon, Apple, Microsoft and AstraZeneca have established a presence in the city to access its leading innovation capabilities and talent pipeline.

Over 25,000 companies are based in Cambridge, where they're hard at work developing the future of deep tech, biotech and pharmaceuticals.

Our Cambridge team

We were one of the first international law firms to establish a presence in Cambridge over 20 years ago. Since then, our Cambridge office has built a reputation as one of the leading firms in the region for life sciences, patents and corporate work and is ranked in the top tier across multiple practice areas by The Legal 500.

We renewed our commitment to supporting our Cambridge clients in 2023 when we opened a new permanent office space in Cambridge's prestigious business area on Station Road.

Today, our team in Cambridge have an exciting remit advising clients that are developing cutting-edge technology in the region and beyond. Clients benefit from our on-the-ground specialists and local knowledge, as well as our ability to call on our teams in London and across our international network to solve their business challenges.

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

Diversity & Inclusion

Mansfield Certification



We are proud to announce that we have achieved Mansfield Rule UK Certification Plus for the 2023–2024 period, reaffirming our dedication to diversity, equity, and inclusion within the legal sector.

We're committed to delivering an inclusive culture and a progressive environment where we empower all our people to lead, learn and grow. The Mansfield Rule keeps us and the wider legal profession accountable for achieving and surpassing these goals; over the last year alone the Mansfield Rule has helped us continue to focus on monitoring our recruitment and promotion activities, as well as improving the diversity of our firm.

We've seen tangible changes in our firm from championing diverse voices across all areas of our business, something we want to see continue to flourish in the years to come and with Mansfield as a key partner in building in an inclusive environment for all.

To read more about this fantastic achievement please [click here](#)

Inclusive Recruitment Charter

Take a look at our new Inclusive Recruitment Charter...

The Charter builds on some of our great initiatives from the last year, like taking part in the 10,000 Black Interns programme, introducing mandatory inclusion training for all our people, and achieving Mansfield Certification Plus.

Learn more about our commitments to being a responsible business by [clicking here](#)

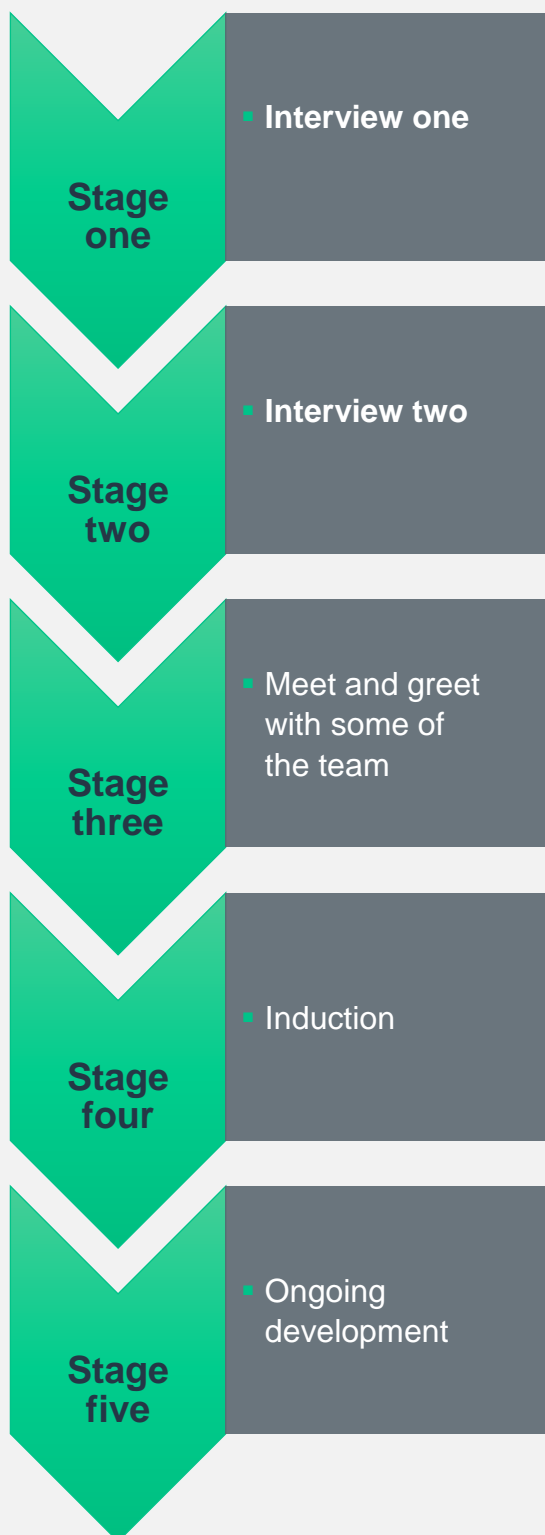
Responsible Business Networks

We embrace individuality and bring diverse teams together, creating an inclusive work environment where all of our talent can flourish. Our inclusion programme has five priority areas, each with partner champions and network groups, in addition to other networks and societies that bring people together within the responsible business programme.

Our current networks include:

- Arts Society
- Balance in Business - our gender balance network
- Cultural Diversity network
- equaliTW - our LGBTQ+ network
- Family Matters network
- Social Mobility network
- Sustainability network
- Wellbeing network

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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