

# Role description

Support Assistant  
Dublin

# The opportunity for you

## Executive summary

This role provides comprehensive support across various functions including Front of House, Facilities Management, and Administrative Tasks. The successful candidate will demonstrate effective communication skills, strong organisational abilities, and a collaborative approach.

## Key responsibilities

### Front of House:

- **Meeting and Greeting:** Warmly welcome and greet clients and other visitors to the office.
- **Client Check-In:** Manage client check-in processes with confidentiality and professionalism.
- **Meeting Room Management:** Set up and arrange meeting rooms; ensure rooms are clean, prepared, and stocked with necessary materials and refreshments in advance of each meeting.
- **Event Management:** Assist with the setup and breakdown (including AV set-up) of meeting rooms for meetings, events, and conferences; proactively manage all aspects of event management including meet-and-greet registration.
- **Reception Duties:** Answer incoming calls promptly and route them to the appropriate personnel or department; manage voicemail messages efficiently ensuring timely responses.

### Facilities:

- Ensure kitchens are fully stocked with milk, cereal, fruit etc.
- Conduct regular checks to ensure communal areas are tidy/presentable.
- Coordinate building management for office maintenance/repairs.
- Oversee office supply inventory/reorder supplies as needed.

### Job title

Support Assistant

### Recruiting manager

Sherina Spillane

### Department

Legal Support

### Working hours

Monday to Friday (09:30 – 17:30)

Working 5 days a week from our offices.

### Location

Dublin

### 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

## Key responsibilities

### **Administrative Tasks:**

- Dealing with all incoming/outgoing post; scanning and saving documents to IManage.
- Photocopying/scanning documents as required.
- Scheduling and archiving documents efficiently.
- Submitting chargeback expense reports accurately.
- Preparing PDFs including court documents.

## Knowledge, skills & experience

Prior experience in an administrative or support role is desirable but not essential. Familiarity with Microsoft Office applications (Word/PowerPoint/Excel) is beneficial. By adhering to these principles you will contribute significantly towards achieving team objectives while maintaining high standards of service delivery.

### **Competencies:**

- Strong organisational skills with attention to detail.
- Excellent communication skills both written and oral.
- Ability to work independently while managing multiple tasks effectively under pressure.
- Reliable with a strong sense of responsibility towards assigned tasks.
- Proactive approach towards identifying issues/problems before they arise.

# 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](#).

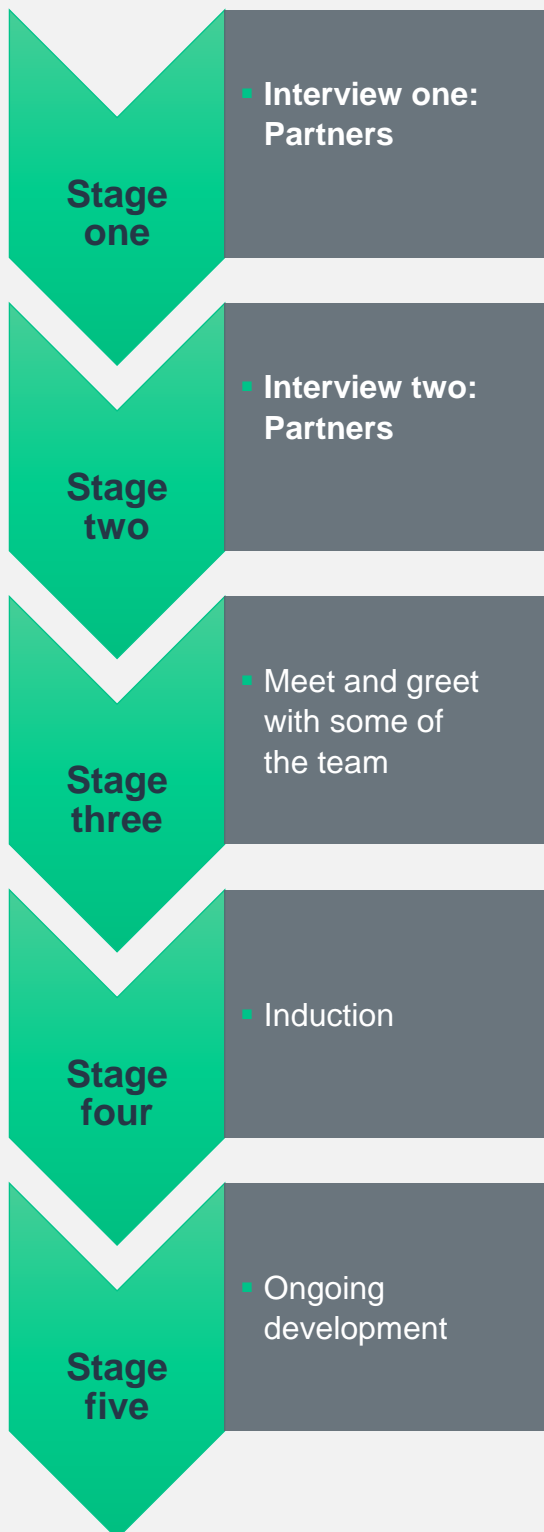
Read our latest impact report by clicking the link below.



## 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

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

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