

# Role description

PA  
Cambridge

# The opportunity for you

## Executive summary

The PA role provides comprehensive support to fee earners, ensuring smooth operations through effective client/matter administration, document management, diary coordination, business development, finance support, and front of house responsibilities. The successful candidate will exhibit strong organisational skills, effective communication, and a proactive 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.
- **Signposting:** Direct Taylor Wessing colleagues to services and facilities.
- **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.

### Client/Matter Administration:

- Maintain accurate client contact details.
- Record billing instructions meticulously.

### Job title

PA

### 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

## Key responsibilities

### **Document Administration:**

- Assist with the creation and amendments of documents under guidance.
- Handle filing and archiving tasks efficiently.
- Proofread amendments by document specialists focusing on basic format and grammar.

### **Diary Management:**

- Proactively support diary management including conflict resolution and forward planning.

### **Business Development:**

- Track Business Development (BD) activities ensuring they are recorded on OnePlace.
- Maintain transaction/deal lists, referral and activity tracking.
- Provide support during events.

### **Finance Support:**

- Complete expense forms ensuring accuracy against budget codes.
- Manage billing processes including pre-bill and final bill preparation.
- Process disbursements efficiently.
- Prepare internal transfer forms for client money transfers.
- Set up DocuSign for electronic signatures where required.

# The opportunity for you

## Knowledge, skills & experience

- Prior experience in a PA or similar administrative role is desirable.
- Familiarity with Microsoft Office applications (Word/PowerPoint/Excel) is beneficial.
- 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.

By adhering to these principles, you will contribute significantly towards achieving team objectives while maintaining high standards of service delivery.

# 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](#)

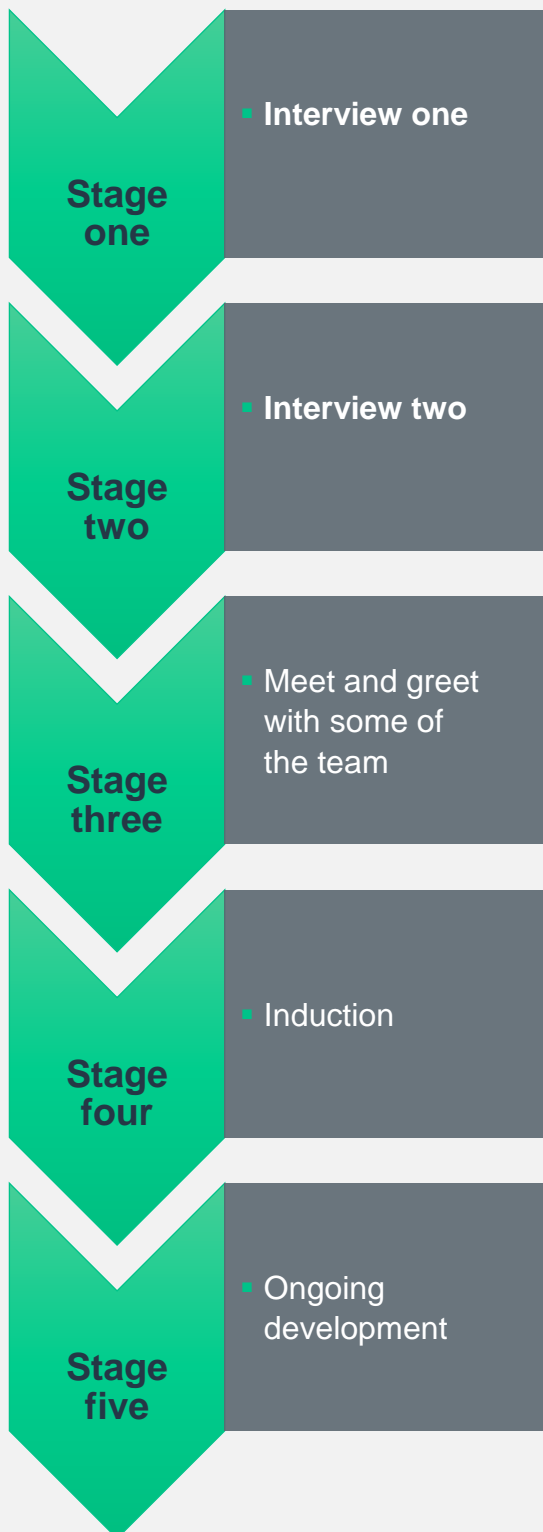
## Responsible Business Networks

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

<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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