

# Role description

Trainee PA  
Dublin

TaylorWessing

# The opportunity for you

## Executive summary

The Trainee PA role provides essential support across various functions including Client/Matter Administration, Document Administration, Diary Management, Business Development, and Finance Support. The successful candidate will demonstrate effective communication skills, strong organisational abilities, and a collaborative approach.

## Key responsibilities

### **Client/Matter Administration:**

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

### **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.
- Provide support during events.

### **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**

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.

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## Key responsibilities

### **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.

### **General Fee Earner Assistance:**

- Provide comprehensive support to fee earners in various administrative tasks as needed.

## 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.

### **Competencies:**

- Strong organisational skills with attention to detail.
- Excellent communication skills both written and oral.
- Ability to work independently while managing time 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.

**1250+ lawyers | 350+ partners | 26 offices | 16 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 lawyer 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](#).**

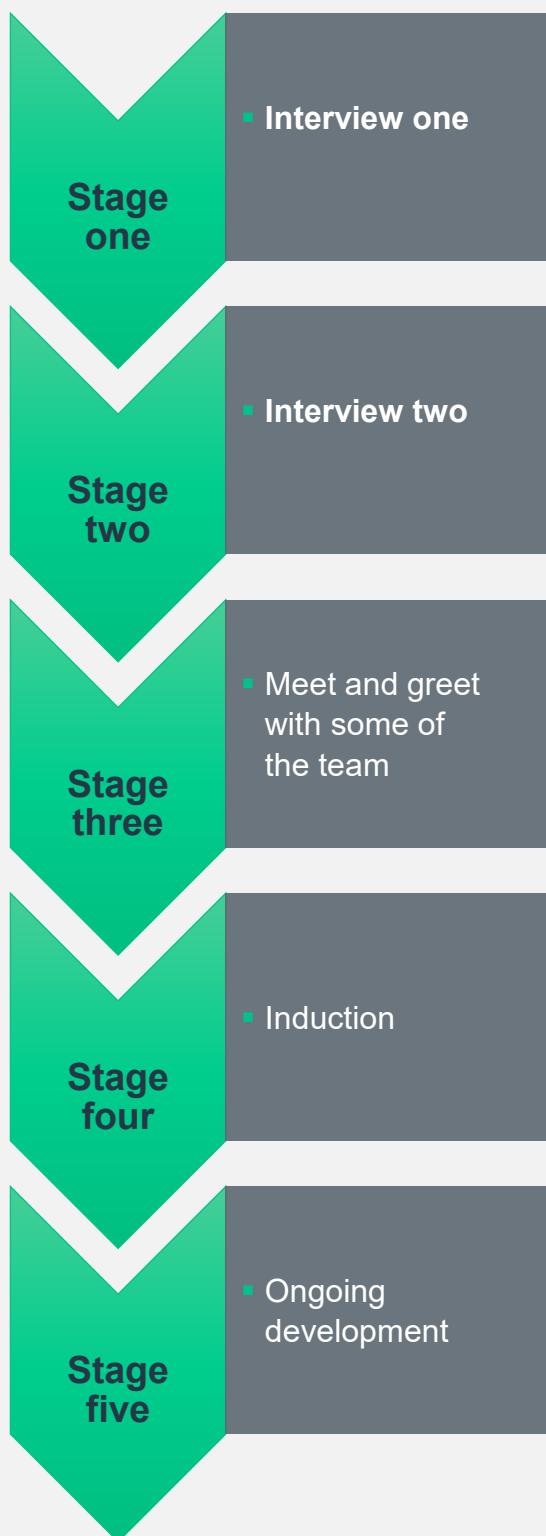
**Read our latest impact report by clicking the link below.**



**Our Responsible Business  
Impact Report 2024**

[\*\*Read the report\*\*](#)

# Your recruitment journey



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We are committed to making all stages of our recruitment process accessible to candidates with disabilities or long-term health conditions. If you consider yourself to have a disability or long-term health condition, please feel free to be open about this at any point during the recruitment process this will be dealt with in a confidential manner. If you are not sure what adjustments you require, we will work with you to establish the most suitable adjustments at each stage of the recruitment process.

# 2700+ people

# 1250+ lawyers

# 350+ partners

# 26 offices

# 16 jurisdictions

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

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