Junior PA

Legal Support, Dubai

WINSTON TAYLOR.

About Winston Taylor

Shoulder to shoulder in your breakthrough moments.

Winston Taylor is a transatlantic law firm built for the businesses, people, and markets driving capital and innovation.

Whether you're leading the way, disrupting an industry, entering a new phase of growth, or launching a defining product—we're in the room with you. In the action. Sleeves rolled up.

Embedded in your business and sharing your ambition, we take the work personally. Shaping what we do and how we do it around your goals and needs, always one step ahead of the moment.

With a rich history spanning both sides of the Atlantic, we are present in the major commercial centers that matter to our clients: the U.S., the U.K., Europe, Latin America, and the Middle East. Combining scale with the speed clients demand, our defining capabilities include Major Litigation, Critical Transactions, Strategic IP, and Private Wealth.

Our team of over 1,400 lawyers works hand-in-hand across markets, sectors, practice areas, and client teams. All-in problem solvers, we bring the creativity to think differently, and the pragmatism to get things done when it counts the most.

We’re fluent in your world, with deep legal experience, rich sector knowledge, and active networks. Because in your business’s most critical moments, you don't just need legal know-how. You need people who are deeply part of your world and ahead of where it's going.

The opportunity for you

Position summary

The Junior 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.

Job title

Junior PA

Recruiting manager

Office Manager

Department

Legal Support

Working hours

Monday to Friday
(8:30 am–5:30 pm)

Working at least three days a week from our offices.

Location

Dubai

Perm/FTC

Permanent

Salary

Competitive

Working pattern

We are committed to finding the right person for this role and are open to discussing flexible working patterns.

The opportunity for you

Position 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.

The opportunity for you

Position 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.
- Managing diaries, scheduling meetings, and coordinating appointments.
- Preparing and formatting legal documents and correspondence.
- Handling incoming and outgoing communications (email, phone, courier).
- Filing, scanning, and maintaining accurate electronic and physical records.
- Assisting with billing processes and expense submissions.
- Managing OnePlace BD and referral recording.
- Liaising with internal departments and external stakeholders.
- Assisting with file management and matter lifecycle.
- Ensuring documentation complies with internal procedures and regulatory standards.
- Maintaining strict confidentiality of client information.
- Arranging travel (flight, hotel, visa coordination).
- Managing CLPD bookings and annual filing.

General fee earner assistance

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

The opportunity for you

Experience, skills, and qualifications

Essential

- 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.

Desirable

- Prior experience in an administrative or support role is desirable but not essential.

Systems and administration

- Familiarity with Microsoft Office applications (Word/PowerPoint/Excel) is beneficial.

Recruitment journey

Stage 1

Interview



Rob Fowler
Head of Talent Acquisition & Strategy

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Hannah Jackson
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Daniel Cheasley
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Stage 2

Interview two

Stage 3

Meet and greet with some of the team



Kendell Woods
Senior Recruitment Advisor

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Meg Vaughan-Irving
Recruitment Senior Coordinator

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Lottie Williams
Onboarding Senior Adviser

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Stage 4

Induction

Stage 5

Ongoing development

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.

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