

Legal PA

Legal Support, Dublin

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

This legal PA role will provide a high level of professional support to Partners, counsel and associates, and undertakes a wide range of activities. You will be expected to take on complex tasks, support projects, and provide departmental PA support, as well as playing a critical role in managing daily administration for stakeholders. This role requires proactive and highly competent individuals who will operate effectively in a pressurized and fast paced environment.

Job title

Legal PA

Recruiting manager

Head of Legal Support Services

Department

Legal Support

Working hours

Monday to Friday
(9:30 am–5:30 pm)

Working at least three days a week from our offices.

Location

Dublin

Perm/FTC

Permanent

Salary

€45,000

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

- Develop and maintain a comprehensive knowledge of clients, sector mandates, stakeholders and projects.
- Understand priorities, potential issues, sensitivities and key client stakeholders and practically apply this knowledge to support partners and fee earners across a range of activities.
- Act as the key liaison point between clients (both internal and external) and take responsibility for handling and directing incoming queries/issues. Assess, prioritize and follow up requests and actions, whilst managing clients' expectations.
- Manage fee earners' schedules. coordinate and arrange meetings to best utilize time. proactively manage diary conflicts and ensure fee earners are prepared in advance of meetings with all necessary documentation and details.
- Suggest and arrange keep in touch client visits/other meetings.
- Booking and administering room reservations for all future meetings, events and on the day meeting requests.
- Ensure that calls to the switchboard are answered and directed in a prompt, efficient and professional manner.
- Assist clients with other business services as required to include. printing, scanning, faxing, photo copying, document production and travel arrangements including taxi bookings and hotel reservations.
- Ensure the highest standard of customer service is always upheld.
- Acting as 'front of house', welcoming clients.
- Answering internal and external calls, screen and direct / forward calls.
- Provide information to callers along with taking and relaying messages.
- Arrange travel effectively and efficiently. plan for contingencies and anticipate additional requirements. Build extensive knowledge of fee earner preferences.
- Draft and amend emails, letters and other documents on behalf of fee earners where applicable.
- Establish and maintain an efficient, effective and up to date electronic filing system and other administration systems with the ability to quickly store and retrieve key documents.
- Carry out advanced research/request information from relevant support teams to provide detailed information regarding clients and companies and analyze material to support the transaction team (in conjunction with Knowledge and Information Centre and other support services).
- Ad hoc duties as and when required.

The opportunity for you

Position responsibilities

- Act as an integral member of the team. maintain a high level of awareness of current priorities and support required.
- Provide support to the wider team, streamlining and distributing administrative tasks and managing resources in order to provide an effective and efficient service.
- Support projects and work streams. manage delivery of tasks to timescales.
- Assist with organization, administration, co-ordination and logistics for events and external conferences as well as internal seminars and meetings.
- Attend meetings / conference calls and take minutes in order to action follow up where required.
- Has knowledge of work streams from inception to completion.
- Draft engagement letters / emails and manage uploading in a timely manner to comply with risk and compliance procedures.
- Regularly facilitate knowledge sharing within the team and ensures relevant information is disseminated accordingly.
- Operate an effective aide memoire system to prompt team to meet all deadlines.
- Run firm wide projects on behalf of the team and liaise with service departments regarding impact and success of projects.
- Develop and maintain knowledge of fee earners' workload and a high level knowledge of the firm's billing processes, ensuring detailed information is entered in a timely manner to meet submission deadlines.
- Attend WIP meetings to provide financial information and to demonstrate an in-depth knowledge of the client's billing requirements.
- Prepare and manage billing process using the Aderant front office software.
- Liaise with Revenue Control team where required regarding outstanding bills and follow up on behalf of the fee earner.
- Proactively build a professional network with stakeholders and their support assistants.
- Manage contacts in Outlook and ensures post meeting follow-ups occur.
- Manage the production of marketing material through liaison with the BD teams, including production of pitches and client presentations where appropriate.
- Ensure partner and CVs are consistently up to date and accurate.

The opportunity for you

Experience, skills, and qualifications

- Excellent communication skills, both written and oral with an ability to interact and build strong relationships at all levels.
- Excellent organizational skills and attention to detail.
- Ability to demonstrate absolute discretion and handle sensitive situations.
- A confident, enthusiastic and committed approach, whilst remaining flexible and proactive at all times.
- A patient and calm demeanor with an ability to work well in pressured situations, always maintaining a professional attitude.
- Ability to anticipate and identify potential problems and provide innovative solutions.
- An excellent team player with an ability to form constructive and supportive relationships throughout the firm.
- Adaptable and open to change showing a willingness and confidence to make suggestions for change where appropriate.
- Previous front of house / PA experience from a professional services environment desired.
- Pleasant, clear and confident telephone manner.
- Excellent client care skills with the ability to deal with clients on the telephone and face-to-face.
- Pro-active team player.
- Ability to prioritize, manage own workload, and be pro-active and reliable.
- Confident manner, being polite and approachable at all times.
- Strong attention to detail and presentation skills with a high level of accuracy.
- Self-motivated, disciplined individual with excellent problem solving skills.
- A calm, clear thinker with keen attention to detail. a multi-tasker who enjoys a fast-paced working environment.
- Excellent customer service skills with a positive can do attitude.
- Strong organizational skills with experience of managing end to end tasks that require multiple touch points.
- Technical skills with knowledge of Word, PowerPoint, Outlook and Excel packages.

Recruitment journey

Stage 1

Interview



Rob Fowler
Head of Talent
Acquisition & Strategy

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Hannah Jackson
Senior Recruitment
Manager

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Daniel Cheasley
Senior Recruitment
Advisor

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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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■ Lottie.Williams@winstontaylor.com

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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