

Executive Legal Secretary - Warsaw

Full Time, Monday to Friday

Hours – 8.30AM-5.00PM

Our Team

Squire Patton Boggs Świącicki Krześniak sp.k. is a part of the international law firm Squire Patton Boggs, which employs over 1,500 people in 47 offices in 20 countries. The company provides comprehensive legal services in North America, Europe, the Middle East, Asia Pacific, and Latin America. The Polish office was established in 2005. It renders services to corporate clients in the areas of commercial law, labor law, banking and financial law, telecommunications law, tax law, real estate law, litigation and mergers and acquisitions.

Our Opportunity

You will spend your time providing full PA, secretarial and general administrative support to a variety of fee-earners in a busy and deadline-driven environment. You must be able to effectively manage your workload and that of the people you support. The role requires a high level of organisation, with excellent attention to detail and ability to prioritise a range of competing tasks. Proven experience of working in a legal environment within a tightly-knit team is a must!

No two days will be the same; you will support a range of tasks, such as organising travel, producing correspondence and managing fee-earner diaries. You will have extensive diary management experience and will be confidently able to arrange a variety of meetings, which will include face to face, video conferences and conferences across multiple time zones.

You

Due to the nature of these roles, you must have a minimum of 3 years relevant legal experience in a similar area and should have an excellent command of English, both written and spoken. There is a great deal of responsibility in the role and you need to be able to prioritise workloads, work well under pressure, and be proactive in your approach to a variety of different stakeholders. Attention to detail, being diligent and flexibility are key ingredients to this role.

As you will be dealing with clients of the firm, excellent telephone and communication skills are key for this role. Ideally, you will have strong academics with good knowledge of all Microsoft packages, plus strong keyboard skills, quick typing and a good eye for detail are a must! This role would be ideal for someone who has an interest in supporting a variety of legal areas and is looking to take the next step forward in their career.

What you need to know

If you are interested in finding out more about this role, please contact malgorzata.smierzynska@squirepb.com in confidence in the first instance, or visit our website at www.squirepattonboggs.com where you'll have the opportunity to apply. We will be reviewing applications on an ongoing basis, so please don't delay in sending us your details!

Squire Patton Boggs is committed to equal opportunity for all. We may collect relevant data for monitoring as part of our candidate registration process.