

## PA, Corporate Team

### The role

We are currently looking for an experienced PA to work with our corporate team head, as well as other corporate lawyers.

It is essential that candidates are:

- organised and have good planning skills;
- confidential and discrete;
- proactive and enthusiastic;
- flexible;
- able to work under pressure, to tight deadlines and to multi-task;

and have:

- effective oral and written skills with GCSEs or equivalent in English and Mathematics (Grades A-C);
- relevant secretarial, word processing or computing qualifications (e.g. NVQ, RSA, ECDL); and
- a minimum typing speed of 65 wpm.

Previous experience should include:

- extensive diary management and handling of travel arrangements;
- producing accurate documents and correspondence;
- dealing with clients both face to face and over the telephone;
- Microsoft Word;
- PowerPoint and Excel (desirable);
- working with a document management system (preferred);
- working with a financial management system (preferred).

The ideal candidate will also have excellent PA/secretarial skills with previous experience working at senior partner/director level and will be friendly, helpful and approachable. Above all we want to find a strong team player, who can work independently and as part of a team.

### Our team

Muckle LLP is the leading North East law firm for business. With nearly 150 people we are the biggest commercial law firm that is based solely in, and focused on, the North East.

We have developed a specialist practice that provides business people with first-class expert advice. We are dedicated to providing our clients with the best advice and service that we possibly can. We combine City-quality advice with the friendly, collegiate feel of the North East. We know that each client is different and each of our specialist teams consistently offers enthusiasm and expertise tailored for specific needs and situations. The right advice is only right for that client; there is no one-size-fits-all solution.

Legal 500 2015 comment: "Muckle LLP is 'excellent across the board', forming 'an integral part of its clients' businesses". This was followed in 2016 with the firm being voted as Regional Team of the Year, organised and independently assessed by The Solicitors' Journal. We impressed the panel with the amount of CSR work undertaken and the dedication demonstrated by the firm to our clients, employees and the community (including over 2,500 hours volunteering to numerous projects).

At Muckle LLP, we want everyone to understand how our business is run and we encourage all of our people to get involved. We are proud of the communities in which we live and work and giving something back (time, experience, support and money) matters to us hugely. This is, therefore, an excellent opportunity for someone looking to work in a friendly, open environment who wants to expand and develop their career in a forward thinking, commercial law firm.

So if you're looking to work in a friendly, open environment with a forward-thinking commercial law firm, please email your CV together with an introductory letter to [recruitment@muckle-llp.com](mailto:recruitment@muckle-llp.com).