

## PA, Corporate Team

### The role

We are currently looking for an experienced PA to work in our very busy award winning corporate team.

It is essential that candidates are:

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

You'll also 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)
- 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 a senior level and on their own initiative. It's also essential that you're a highly motivated team player with a flexible approach to the working day and are prepared to work overtime at short notice when required.

### Our team

We think our Corporate team is a special place to work. You'd be part of a team that is ranked number 1 in the region by both Chambers & Partners and Legal 500 legal directories. We have also been named Corporate Law Firm of the Year by North East Insider Dealmakers Awards 8 times in the last 12 years so you'd also be working with award winning lawyers who are recognised as leaders in their field.

The Corporate team is a key part of the wider Muckle LLP team, which is over 150 people strong. We all work together in one open plan office so there are no closed doors, just close working relationships.

We care deeply about our local community too, and create lots of opportunities for employees to give back and make a difference. For example, you could use your two days' paid volunteering leave to support a local cause you care about, or nominate them to receive a grant from our charitable fund at the Community Foundation.

From workplace running, cycling and walking clubs to fun events organised by our BEAM (Being Engaged At Muckle) team, we've created a unique culture which has been recognised by a number of awards:

- Investors In People Gold award accreditation
- Investors In People Health and Wellbeing accreditation
- North East Better Health at Work Bronze award
- Journal North East Best Place to Work (Medium Sized Company) award

So how does all that sound? If you're looking to work in a friendly, open environment and want to develop your career in a forward thinking, commercial North East law firm, then this is an excellent opportunity.

To apply, please email your CV together with an introductory letter outlining your salary expectations to [recruitment@muckle-llp.com](mailto:recruitment@muckle-llp.com).

Best of luck!