

Legal Personal Assistant in Banking & Finance / one year fixed-term contract

Department purpose

Our Banking & Finance department specialises in international banking work, syndicated lending, investment grade, leveraged acquisition finance, debt restructuring as well as local and cross-border real estate finance and fund finance deals. You will join a dynamic team advising lenders, sponsors and other relevant stakeholders requiring advanced legal advice for complex operations.

Role purpose

We are currently looking for a Legal Personal Assistant in Banking & Finance who will be working full time for a one-year fixed-term contract (Maternity leave replacement).

Role and responsibilities

- You will provide full support and legal administrative assistance to the Banking & Finance team and the Head of Knowledge, including managing phone calls, calendars, and contacts.
- You will prepare, follow up on, and organize legal documents, including typing and amending documents (Word, PowerPoint presentations) according to the lawyers' instructions, and filing emails and legal documents.
- You will manage file openings (KYC, correspondence with clients, drafting engagement emails and letters, and handling billing tasks) and conduct RCS searches for the team.
- You will make appointments, book meeting rooms, and arrange travel.
- You will follow up on time entries and expense notes and be the central support person for the department.

Key requirements

- You have at least 3 years of relevant experience within a law firm.
- You are fluent in both written and spoken English and French.
- You have excellent communication and writing skills, and you know how to work effectively in a team.
- You are computer literate and know how to use Microsoft Office.
- You have a good organisation and a sense of initiative.

What we offer

You will work in a dynamic and challenging environment with an international dimension. We greatly value our unique culture, which combines high-quality client service with a real focus on people and teamwork. In our firm, positive attitude matters. We believe it defines the way in which we work, both with clients and with colleagues.

We offer a competitive remuneration package, a flexible work environment (60/40), a wide range of training opportunities for continuous development, a restaurant with subsidized meals, a fitness room with a wide range of group classes, a concierge service and a health insurance.

A&O Shearman is a new global industry-leading law firm, with nearly 50 offices in 29 countries worldwide. Our fluency in English law, US law, and the laws of the world's most dynamic markets, enables us to provide unmatched insight and seamless delivery to clients. We work on challenging and important deals and disputes that have the potential to shape the future.

We offer exceptional opportunities for our people; opportunities to work for the world's leading businesses; to transform the status quo, and to deliver your best work, helping you and your career to thrive, while delivering unparalleled outcomes for our clients.

Whether you're helping clients solve complex challenges, transforming the ways we manage our business, or ensuring the smooth-running of our operations, this is an environment where you can belong and excel. We provide first-rate training and development, we are committed to diversity, equity and inclusion and we provide support and ways of working that help you optimise your wellbeing.

What truly defines a career with us? We recruit the best and ask for the best of you. And together, we will redefine success.

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