



****NEW JOB**** A legal firm is seeking a PA. Based near Oxford Circus and paying £25,000. If you are interested please email your CV to alice.short@questprofessional.co.uk

Job Title: PA

Location: Oxford Circus

Salary: £25,000

Main duties

- Assist lawyers with daily administrative tasks – cover letters, invoices, setting up files, client checks.
- Meeting and greeting clients.
- Dealing with telephone calls.
- Case, document and file management.
- Dealing with incoming and outgoing post.
- Scanning and uploading documents.
- Draft and raise invoices.
- Format documents, draft emails and letters (when requested)
- Proof read documents
- Manage booking of meeting room, diaries, holidays
- Answer calls and deal with client queries
- Ad hoc legal and non-legal research
- Filing invoices and receipts
- Check stock – stationery, folders etc, and stock up as and when required
- Generally manage office incl. kitchen and keep orderly, clean and tidy.