

HOWARD KENNEDY



SPACE
TO BE
EXTRAORDINARY





Welcome message

At Howard Kennedy you have the space to be extraordinary.

Rewarding work with great clients and exceptional colleagues. Plenty of responsibility and the chance to make a real difference in an agile, growing firm. For the right person, Howard Kennedy is a place to actively develop your business practice.

Whether you are an ambitious and talented individual wanting to hit the ground running from day one, or an established professional looking for a new opportunity, Howard Kennedy is the firm where you can really make it happen.

The firm has earned a strong reputation for its exceptional and uniquely talented people who between them deliver outstanding results for clients. In a firm of our size, our strong team dynamic creates a thriving culture of creativity and entrepreneurialism. Howard Kennedy is a pragmatic and non-hierarchical environment where success is shared, and you are proactively encouraged to thrive at your own pace.

Our distinctive culture, built on fairness and respect. Guided by the firm's values of talk straight, think smart and be yourself, everyone in the firm holds equal value, and everyone plays their role in supporting, encouraging and inspiring colleagues to do their best work.

At the same time, Howard Kennedy recognises and rewards individualism, celebrating the diversity of its people and supporting them to grow their practice and drive their own career advancement.

As well as client work, there is opportunity to broaden your horizons at the firm with fulfilling pro bono and charity projects. And we have a regular social calendar full of wellbeing activities, charitable and social events too.

Craig Emden
Managing Partner
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About us

We are a London based, full-service law firm, specialising in providing straightforward advice on domestic and international matters. With almost 200 lawyers in one location, we ensure our clients have the right team to help them get from where they are to where they want to be. We advise major corporates and institutions as well as entrepreneurial, ambitious enterprises which are often privately or family owned, or private equity backed. As well as our significant business law capability, we are one of only a few London-based law firms with a large private wealth offering. Our clients find our straightforward approach a compelling alternative to larger, less personal firms.

Our Values

Our values act as a built-in compass, guiding us in the way we behave, the things we say and the decisions we make.

Talk Straight

Think Smart

Be Yourself



Howard Kennedy at a glance

We have almost 200 lawyers operating out of a single London office so we can be agile and responsive in our decision making and more collaborative in our working style.

At least a quarter of our revenue comes from outside the UK. Our clients' needs often have an international component and the requirement is growing.



500+

People

25%

International work

195+

Lawyers

70+

Countries

60+

Partners

2

International legal networks

SECTORS AND SERVICES

We are a full-service firm organised into 17 legal service teams and a focus on seven key sectors.

- Energy
- Investment Funds
- Media & Entertainment
- Private Wealth
- Real Estate
- Retail & Leisure
- Sport

64.9m

2022/2023 revenue

Why Howard Kennedy?

TRAINING AND DEVELOPMENT

At Howard Kennedy you have all the space you need to be yourself, while working with some of the most brilliant minds who will inspire, challenge and support you every day. During your time with us, we will nurture you as you grow your career. We recognise that everyone's goals are different, and so we want you to develop your career.

There are established career frameworks in place for both lawyers and support services. We also run a top talent programme for all employees. These are designed to enable our top performers to achieve their potential and ensure succession for key roles within the firm.

RESPONSIBLE BUSINESS

All businesses impact the world in which they operate in some way. While we have been undertaking a range of initiatives to encourage the positive and reduce the negative impact of everything we do for some time, we have recently formalised our approach. This was achieved through engaging with both internal and external stakeholders.

WELLBEING

The wellbeing of every employee at Howard Kennedy is important to us and the future of our business. The health needs of our people are supported through employer-funded private medical insurance, the Employee Assistance Programme, Occupational Health support and access to a 24/7 virtual GP service. We also offer free and confidential counselling for anyone that needs it.



The Role

Team Assistant - Corporate

To provide first class professional Team Assistant support to a number of PAs/EAs and fee earners within the Corporate Department.

Team Assistants work principally for a designated department, however all Team Assistants work as part of a team with shared responsibilities. Team Assistants will be expected to prioritise and share tasks when appropriate in order to meet business needs.

This is an excellent opportunity for school or college leavers looking to gain hands on experience in a law firm.





Main Responsibilities

To provide PAs/EAs and fee earners with effective, pro-active professional and high quality administrative support that enables them to focus on providing legal services to clients, and PAs/EAs to provide personal/client management to Partners. It is a key requirement that the Team Assistant is able to demonstrate exceptional organisational skills and an ability to use their initiative at all times. They will be an integral part of a busy team and will need to interact daily with PAs/EAs and fee earners and have the ability to prioritise workloads and liaise with other support functions to ensure timely delivery.

KEY TASKS

Working across a variety of tasks and responsibilities including (but not limited to):

- Document management - drafting, formatting, comparing, converting, amending, typing emails/letters/documents and filing when required.
- Ensuring any electronic and paper filing are kept up to date.
- Small volume photocopying, printing and scanning, with delivery/collection of large volume of photocopying, scanning and couriers to/from the Document Services team.
- Undertaking conflict searches and further research using the internet, databases etc.
- File opening and closing, following compliance rules.
- Collating and indexing legal documentation, both physical documents and/or electronic documents.
- Assisting with scheduling of original deeds and documents and arranging storage.
- Maintaining the stationery supplies and ensuring the areas are kept tidy.
- Downloading and uploading of documents from/to data rooms and saving into the appropriate files/locations.
- Scanning all incoming post/documents and saving to the appropriate file within iManage.
- Updating contacts and assisting with other ad hoc Business Development tasks.
- Finance related administration - assisting with inputting expenses onto Chrome River, dealing with all forms of payment requests and minor Elite 3E queries e.g. telegraphic transfers, producing proformas.
- Booking departmental and other internal meetings.
- Support to other TAs/PAs/EAs where required, especially during any absence.
- Assisting with any other department ad hoc duties



About you

You will be able to demonstrate:

- Excellent communication skills with individuals all levels
- Ability to be flexible and self-motivated
- Excellent organisational and time-management skills
- Careful attention to detail in all work
- Ability to work well under pressure remaining calm and focussed
- A resilient character with a positive attitude
- Ability to work well under own initiative and part of busy team
- Displays discretion when dealing with sensitive information



Want to know more?

Our firm champions individualism and thrives on dynamic teamwork. We've built a strong reputation on the success of our exceptionally talented people - each of them bringing a unique set of strengths, skills and perspectives that when combined, lead to outstanding results for our clients.

However you want to progress your career, Howard Kennedy can help you make it happen.

Join us, and find your space to be extraordinary.

If you'd like to know more about this role please get in touch with the contact listed below.



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