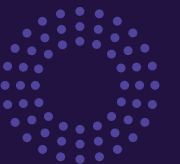




HOWARD KENNEDY

Your straightforward guide to working at Howard Kennedy

EA and Operations Coordinator



Welcome message

There's something special about Howard Kennedy.

We can sum it up in a single word: Straightforward.

The market evolves constantly, as do our clients' needs. We must always be ready to meet these changing demands. Our clients are after a lot more than sound advice. They want experts who bring clarity to daunting challenges in areas. It's people who matter most to them – they look for someone they can work closely with, who understands their business and who is there for the long haul.

That's why it's important that people who come to work for us have the same vision and values.

As a law firm we aim to provide straightforward commercial advice to our clients in a world of uncertainty, and to be a place where people thrive and our values prevail.



Craig Emden

Managing Partner

+44 (0)20 3755 5442

craig.emden@howardkennedy.com

About us

We are a London based, full-service law firm, specialising in providing straightforward advice to entrepreneurial businesses and individuals on domestic and international matters. With over 150 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 over 150 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.

375+

People

150+

Lawyers

55+

Partners

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.

25%

International work

70+

Countries

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

£56.9m

2020/2021 revenue



Why Howard Kennedy

Working practices

We are a modern employer and strive to continually strengthen our inclusive, values driven culture to create a place where we belong and feel respected. The wellbeing of our people is of top priority and our strategy includes a focus on the physical, psychological, financial and relational wellbeing.

Training and development

Our aim is to provide the opportunities for our people to be the best they can be, to drive change and to meet our strategic objectives. 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. This has been a particular focus for the management during the Coronavirus outbreak. 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 have also offered free and confidential counselling during the lockdowns.

Job description

THE ROLE

We are looking for an experienced EA with a professional services background to join our friendly and supportive Business Executive Support team, providing first-class EA support to two Heads of Department (HoD) and the Heads of Operations (HoOps). This is a fantastic opportunity for the successful candidate to be involved in a newly developed role to really make their own. The successful candidate will be an integral part of the business. We are looking for an experienced EA who can prioritise and delegate effectively, with excellent communication and organisation skills. This role sits within the Business Executive Support team.

Job title: EA and Operations Coordinator

Position Type: Permanent

Benefits:

- Competitive salary
- 25 days annual holiday
- Permanent Health Insurance
- Life Assurance
- Interest free Season Ticket Loan
- Private Healthcare
- Pension Scheme
- Staff Introductory Scheme
- Employee Assistance Programme

ROLE RESPONSIBILITY

Working across a variety of tasks and responsibilities including;

- Extensive and proactive diary management.
- Management of inboxes; monitoring and responding to emails, prioritising correspondence to enable the teams to focus on urgent matters, using initiative to route emails to the appropriate individuals for swift response and action.
- Acting as the key contact point for internal and external queries posed to the Head of HoDs and HoOps.
- Attending meetings (including regular project and stakeholder meetings), drafting paperwork for meetings, taking minutes and proactively ensuring key dates, reminders and to-do lists are actioned in a timely manner.
- Using initiative to take responsibility of administration that will assist the HoDs and HoOps.
- Becoming a subject matter expert on our tools and cyclical, business as usual activities. Ensuring that relevant meetings and associated preparation time are scheduled. Identifying opportunities for improvements to efficiency.
- Working with the HoDs and HoOps to deliver projects, co-ordinating project inputs and monitoring key milestones to highlight any risks or spillage; planning project delivery and day to day activities. Keeping HoDs and Ops Manager appraised.
- Coordinating the receipt of information from various recipients and project stakeholders and collating this in a meaningful way to inform next steps.
- Ensuring project plans and trackers are kept up to date.

- Assisting with the development of meeting materials and producing presentations (strong focus on Powerpoint).
- Monitoring data contained in various reports, such as utilisation and time recording to ensure that KPIs are being met and highlighting where they are not.
- Undertaking personal work for the HoDs.
- Claiming expenses.
- Coordination of the end-to-end billing process and Elite 3E financial reporting;
- Onboarding of clients to include, conflict checks, file opening, preparation of engagement letters and ensuring bespoke agree specifications/rates are set.

CRAIG EMDEN, MANAGING PARTNER, HOWARD KENNEDY

”

We're proud of our journey. Without losing sight of where we've come from, we are focused on where we're going. We are evolving and growing every day. And just like our clients, we are ambitious and moving forward.

ABOUT YOU

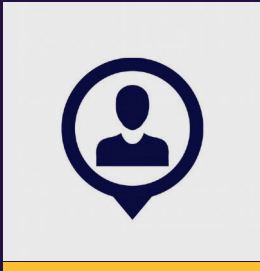
Ideally you will be able to demonstrate;

- Experience of working in a deadline-driven, high performing professional service practice.
- Exceptional organisational skills.
- Experience of providing a high degree of assistance to Board Level.
- Integrity and an appreciation for the need to maintain confidentiality. Applying discretion when dealing with sensitive and confidential information.
- Excellent oral and written communication skills.
- High level of attention to detail.
- Strong team skills
- A proactive, flexible and self-motivated approach.
- An excellent client service orientated approach.
- The ability and confidence to build rapport with individuals at all levels.
- Advanced knowledge of Microsoft packages such as Outlook, Word, Excel and PowerPoint.
- Experience with BigHand, Elite 3E, iManage would be advantageous, though not essential.

Want to know more?

People are the key to our success, so it's important that we can attract and retain the very best. As well as being driven to deliver the very best client experience, you'll also need to be someone who lives our values. We want you to help us shape our future.

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



Laura Cooper

Senior Recruitment Manager

+44 (0)20 3755 5682

laura.cooper@howardkennedy.com

WWW.HOWARDKENNEDY.COM

No.1 London Bridge, London SE1 9BG

