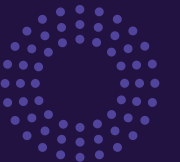




HOWARD KENNEDY

# Your straightforward guide to working at Howard Kennedy

Legal Administrator, Real Estate – Residential Development Sales



# 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

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# 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

This is an excellent opportunity for someone looking to develop experience in a legal environment to join a friendly and collaborative team.

This role will be to provide pro-active, professional and high quality administrative support across the residential development sales team, enabling them to focus on providing legal services to clients. This role would suit someone who is able to demonstrate exceptional organisational skills and an ability to use their initiative.

You will be an integral part of a busy team and will have the opportunity to interact daily with paralegals and fee earners, prioritising workloads and liaising with other support functions to ensure timely delivery.

**Job title:** Legal Administrator, Real Estate - Residential Development Sales

**Position Type:** Permanent

### Benefits:

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

## ROLE RESPONSIBILITY

Working across a variety of tasks and responsibilities including;

- Printing of emails and documents.
- Photocopying and scanning
- File opening and closure, following compliance rules.
- Typing of standard letters i.e. payment of invoices, acceptance of events.
- Collating and indexing legal documentation, deeds scheduling and deeds management.
- Ensuring any paper filing required is kept up to date.

## ABOUT YOU

You will be able to demonstrate;

- Experience in a professional services environment.
- Good organisational skills, time-management skills and attention to detail.
- Excellent interpersonal skills with the ability to work well in a team with colleagues of all levels.
- Flexibility and self-motivation.
- Discretion when dealing with sensitive information.
- A pro-active and conscientious approach to work.
- Good knowledge of Microsoft and other commonly used software.

CRAIG EMDEN, MANAGING PARTNER, HOWARD KENNEDY

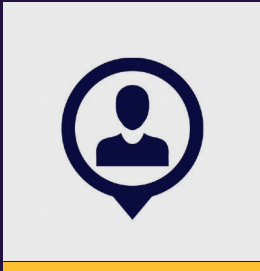
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**We're proud of our journey. Without losing sight of where we've come from, we are focused on where we're going. We are evolving and growing every day. And just like our clients, we are ambitious and moving forward.**

# 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**

Recruitment Manager

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