

STEWARTS

Job description

Job title:	Executive Assistant
Reporting to:	Heads of Commercial Litigation (and other partners)
Department:	Commercial Litigation
Location:	London
Purpose of role:	To provide a high level of assistance to the partners in Commercial Litigation and wider department
Hours:	Permanent, full-time
Reviewed:	June 2026

Job responsibilities:

- Supporting the Commercial Litigation partners and wider team.
- Assisting EA for Heads of Commercial Litigation with coordinating and organising departmental processes and events (reporting, snapshots, social activities, training workshops).
- Extensive diary management for nine partners – arranging meetings, interviews, some travel arrangements, BD/client entertainment, conference bookings, checking Outlook calendars, sending reminders regarding appointments, and assisting with preparation. Using own initiative to make appropriate decisions of behalf of others when required.
- Supporting partners responsible for managing paralegals with paralegal meetings and organisation of supervision.
- Typing and/or drafting correspondence, notes, reports, emails, forms, minutes, spreadsheets, slides and other documentation.
- Managing and maintaining professional relationships with clients and other stakeholders, acting as gatekeeper for telephone calls and emails where required.
- Communicating with clients and others and responding to queries.
- Carrying out organisational and administrative tasks such as copying, proof-reading and extensive file management (hard copy and email).
- Accounting: processing payment of invoices, assisting with the billing process, handling expenses, preparing statements of account (including narratives), awareness of client preferences, charge-out rates, funding arrangements, collating financial data for monthly reports.
- Maintaining client data and assisting with marketing activities.
- Undertaking a range of ad-hoc duties and projects as delegated from time to time.

Job skills:

- Strong organisational and administrative skills, attention to detail and ability to work flexibly under pressure.
- Excellent communication and influencing skills.
- Excellent IT skills, including experience with spreadsheets and databases, and the ability to adapt to new technology and processes.
- Excellent written skills, including data analysis and report writing.
- Ability to demonstrate excellent judgement and discretion when handling confidential and commercially sensitive information.

Previous Experience:

- Extensive previous legal secretarial/PA experience within a law firm or other professional services organisation.

General skills:

- Well organised, uses initiative, prioritises effectively, applies self, manages own workload and meets deadlines.
- Demonstrates excellent interpersonal skills (respectful, positive, articulate, professional and empathetic).
- Delivers helpful internal services with a proactive and "can do" approach, shows commercial awareness and represents the department/firm appropriately.
- Calm, articulate and able to share information and ideas.
- Aptitude to pick up new technology and software.
- Shows sound judgement and decision-making skills; acts within boundaries.
- Shows commitment, passion and enthusiasm.
- Is a respectful, reliable and supportive team player.
- Reflects the firm's culture.