



THREE CROWNS LLP

ROLE PROFILE: OFFICE ASSISTANT

LOCATION: PARIS

Three Crowns overview

Three Crowns LLP is a law firm that was founded in 2014 by specialist international arbitration advocates in the belief that international disputes call for focused advice and advocacy. The firm engages primarily in complex, high-value disputes, and counts among its clients many industry leaders and sovereign States. The firm has grown significantly in each of its offices – London, Paris, Washington DC and Singapore – and now comprises over 125 people, including 15 partners. Across jurisdictions, it is regarded as a market leader.

Reporting to the Office Manager, the Office Assistant will be responsible for the smooth day-to-day running of the office. The Office Assistant will provide assistance with a wide range of facilities related and administrative tasks to the Office Manager and wider PA Team, as well as fee earners where required. Due to the nature of the role and the need to provide onsite support, the role is based in the office Monday to Friday with some flexibility with regards to working hours on occasion.

The role

The Office Assistant will report to the Office Manager. Responsibilities will include but are not limited to:

- Preparing hard-copy documents and bundles and managing stock levels in the production room and elsewhere in the office.
- Assisting with reception duties. Meeting and greeting clients, and other visitors, in a professional manner.
- Restocking kitchens and placing orders when necessary.
- Creating, organising and maintaining hard copy and electronic files (experience of using iManage preferred) and assisting with archiving.
- Answering, screening, and making telephone calls in a professional manner. Taking accurate messages and relaying to the intended recipients. Monitoring incoming and outgoing post and packages.
- Helping to report and escalate IT problems to the firm's helpdesk and ensuring issues are followed up and resolved promptly.
- Helping with various ad hoc projects from time-to-time (e.g. client events and staff social functions).
- Scheduling and coordinating arrangements for client meetings and events (including booking conference rooms and setup).



- Providing support to Associates (and Partners as needed) with the preparation of client work and other non-billable activities.
- Drafting grammatically correct correspondence (letters, memos, reports, emails, faxes etc. including from dictation and markups) in both French and English.
- Proofreading and editing correspondence to correct grammar, spelling and punctuation.
- Monitoring incoming emails and responding appropriately.

On occasion, additional tasks may include:

- Assisting with time entry and expense reconciliation and management.
- Managing calendars and make travel arrangements (including transportation and accommodation) along with preparing itineraries.

Skills and knowledge

- A previous experience working in an equivalent role in a professional services environment.
- Experience gained working in an international law firm, particularly with exposure to arbitration/litigation teams, would be beneficial.
- Strong organization and time management skills.
- Excellent verbal and written communication skills in French and English.
- A service-focused attitude and be able to deliver first class support to fee-earners, clients and visitors.
- High levels of energy and drive and be able to work under minimal supervision when required and provide proactive support to fee-earners.
- Professionalism and confidence in dealing with senior stakeholders including both partners and clients.
- Integrity and discretion when handling confidential information.
- Flexibility to support colleagues on other office related tasks when required.
- The ability to multitask, work to strict deadlines and prioritise competing priorities accordingly.
- Excellent attention to detail and able to produce work to the highest standard of accuracy.
- The aptitude to work both independently and collaborate as part of a team.
- Technical proficiency in the use of the firm's software programs (Microsoft365) and office equipment (such as printers, scanners and photocopiers).