



THREE CROWNS LLP

ROLE PROFILE: PRACTICE MANAGEMENT ASSISTANT

LOCATION: LONDON

Three Crowns overview

Three Crowns 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, Singapore, and Washington, DC – and now comprises over 100 people, including 15 partners.

The role

The Practice Management Assistant assists the firm's business services leadership with projects across offices, including Practice Management, Business Development and Risk & Compliance. The Practice Management Assistant will help in the support and delivery of strategic goals across a variety of functions collaborating with fee-earners and business services across the firm.

The Practice Management Assistant reports to the firm's Practice Manager based in London.

Responsibilities will include:

- Assisting with knowledge management tasks, including collection of precedents, updating of databases and template organization; responding to requests for precedent material from fee-earners.
- Verifies, maintains and provides updates to the experience database, including facilitating the input and extraction of detailed experience into the database, and maintains the integrity and completeness of the content.
- Identifying opportunities for internal communications (including internal presentations and trainings at the local office or firm level).
- Delivering inductions for new joiners including on IT suite applications such as iManage, Sharefile, Microsoft Office applications.
- Assisting with work allocation requests, including responding to requests from partners and counsel.



- Assisting with collection of fees and costs data and managing relevant databases to assist with pricing for pitches or client requests.
- Assisting business services heads with updates and management of the firm's intranet to ensure content is up-to-date.
- Assisting with the coordination of the firm's internal advocacy training programme and other internal training sessions.
- Scheduling meetings of the firm's management team, and where necessary pro bono and diversity & inclusion committees; including where necessary attending those meetings and recording minutes and action points arising out of them.
- Assisting with preparation for partnership meetings, in addition to scheduling of these meetings.
- Making text updates to the website (training to be provided).
- Updating lawyer CVs and online bios with text-based changes.
- Assistance with posting of firm social media content and intranet announcements.
- Making simple photo edits in Adobe Photoshop (training to be provided).
- Assistance with event-based administration i.e. coordinating RSVPs; researching venues; obtaining quotes (training to be provided).
- Assisting with preparations for firmwide and partner-wide retreats, including logistical responsibilities and coordinating with stakeholders (internal & external) as appropriate.
- Assist Risk & Compliance with ad-hoc administrative tasks, such as database maintenance and document gathering.

Skills and knowledge

- Excellent understanding of all Microsoft Office applications.
- Strong document production skills, particularly in Word, PowerPoint, and Excel.
- Demonstrable experience of dealing with confidential information and maintaining a high level of integrity at all times.
- Ability to take initiative and prioritise own workload in order to juggle conflicting demands and meet deadlines.
- Experience of working in a busy and pressurised environment; ability to remain calm under pressure.



- Good judgment and decision-making ability.
- The aptitude to work both independently and collaborate as part of a team.
- Excellent attention to detail, with strong proof-reading skills and ability to perform quality checks on all work produced.
- Exceptional organisational and administrative skills.
- Strong interpersonal skills and ability to build good working relationships with all colleagues and third parties.
- Excellent written and verbal communication skills, and the ability to relate to people at all levels.
- Positive attitude with a practical, common-sense approach; adaptable and resilient.
- Flexibility to work overtime when necessary (standard hours are 9:00am to 5:30pm).