



THREE CROWNS LLP

ROLE PROFILE: OFFICE ASSISTANT

LOCATION: LONDON

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 116 partners. Across jurisdictions, it is regarded as a market leader.

The role

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. 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.

Key tasks/responsibilities will include but are not limited to:

- Providing administrative support to the Office Manager with regard to the facilities management of the office.
- Ordering stationery and kitchen supplies and monitoring stock levels.
- Assisting with ad hoc office moves.
- Facilitating the shredding of confidential documents.
- Re-setting meeting rooms once meetings have finished.
- Greeting clients and external visitors when they arrive for meetings, following visitor sign-in procedures. Ensuring meeting rooms are kept tidy at all times.
- Overseeing meeting room bookings and ensuring appropriate room set-up and refreshments are in place, arranging catering for working lunches whenever necessary.
- Dealing with incoming deliveries, being a contact point for the building's reception team in

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respect of incoming post and couriers, arranging distribution of post internally.

- Booking couriers and sending outgoing post.
- Answering incoming telephone calls, assisting where appropriate and/or taking messages.
- Organising video-conferences using the firm's VC software, coordinating with external participants and the IT team where necessary.
- Assisting the PA team with ad hoc administrative support to the fee-earning team as and when required. Typical duties may include (but are not limited to) processing expense claims, printing and collating documents into legal bundles, scanning, booking taxis and archiving confidential legal files for off-site storage.
- Developing and maintaining good relationships with partners, associates and all staff members.
- Other duties as assigned from time to time.
- In addition, there may be opportunities to assist with various ad hoc projects from time-to-time (e.g. client events and staff social functions).

Skills and knowledge

The Office Assistant will possess:

- Prior experience of working in an office environment
- Effective communication, both orally and in writing.
- Friendly and professional demeanor, demonstrating high levels of client care, and having excellent organisational and time management skills
- Experience and willingness to provide a top-class catering service to guests
- The ability to work efficiently and, at times under pressure.
- Excellent organisational skills and attention to detail.
- Experience of prioritising their workload in order to juggle conflicting demands and meet deadlines.
- Proficiency with Microsoft Office programs.
- Excellent customer service to both internal and external clients.
- A positive attitude and effective collaboration.