



THREE CROWNS LLP

ROLE PROFILE: PERSONAL 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.

The role

The PA is responsible for providing exceptional organizational, administrative, and legal secretarial support to the fee earners of the Paris office, and has strong organisation skills, a professional demeanour, a positive attitude, and team spirit.

Responsibilities include but are not limited to:

- Document production, including amending and re-formatting complex and lengthy documents.
- Diary management, including anticipating meetings and coordinating the necessary logistical arrangements, e.g., IT/VC.
- Supporting the fee earners by assisting in completion of all financial process tasks (e.g., billing, time recording, processing expenses, and reconciling transactions on the corporate card)
- Managing extensive travel arrangements, including sourcing and booking hotels and transport, applying for visas where applicable.
- E-mail management – monitoring, screening, responding to, and distributing incoming communications.
- Extensive filing of all electronic and hard copy correspondence and documentation (experience of using iManage preferred).
- Efficiently managing own workload and being proactive with the ability to work on own initiative.
- Adept at proof reading and performing quality checks on all work produced.
- Building good working relationships with all colleagues and other third parties.
- Communicating with external clients in relation to billing queries and matters of an

administrative nature.

- Providing support to the fee earners in relation to risk and compliance processes, e.g., engagement letters and internal file-opening procedures.
- Screening telephone calls as appropriate.
- Assisting with the coordination of the firm's internal advocacy training programme and other internal training sessions.
- Assisting with occasional BD projects, e.g., legal directory submissions, pitch documents, amending fee earner profiles on the website.
- External events organisation, e.g., organising team social events and assisting with other external events.
- Occasional requirements to book couriers, assist with meeting room set-up, receive and interact with incoming visitors, prepare hard copy documents (binders or spiral-bound).

Skills and knowledge

- An experienced PA/legal secretary working at senior/partner level in a leading law firm.
- 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.
- Experience of dealing with financial processes such as time recording, billing, and expense processing.
- 70 wpm typing skills, including audio and copy typing.
- Excellent understanding of all Microsoft Office applications.
- Exceptional organisational and administrative skills.
- Strong interpersonal skills.
- Excellent written and verbal communication skills, and the ability to relate to people at all levels.
- Ability to 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.
- Positive attitude with a practical, common-sense approach; adaptable and resilient.
- Flexibility to work overtime when necessary (standard hours are 9:30am to 6:00pm Monday-Thursday and 9:30am to 5:30pm on Friday).