

Personal Assistant

Hybrid working (Windsor/remote)

Are you an experienced and super-organised PA who loves getting involved? Have you previously worked in a high-growth, entrepreneurial 'can-do' environment supporting busy owner/founders? Are you energetic and ambitious? Do you thrive on building relationships to get results? Then we want to hear from you!

We are Barnes IP. We work to protect every invention, innovation, idea and design our clients create. The chances are, you'll know and use many of the products that we've helped to protect. We are a specialist law firm, focussed on helping clients with their intellectual property (with a particular focus on helping technology companies protect their technology and business using patents, trademarks and registered designs). We are growing quickly and need to expand our team to keep up with strong client demand for our services. Our clients particularly value the quality of our work and advice, and we attract new clients by word of mouth as a result.

- Location:** Windsor (right opposite Windsor Castle) / London (Paddington)/hybrid working possible
- Salary:** £30,000 - £35,000 plus benefits
- Benefits:** Private medical insurance, travel insurance, car parking, pension, 25 days' annual holiday rising to 30 days (with service), employee benefits programme; training and development opportunities
- Product/Service:** Fast growing IP and patent law firm
- Pedigree:** Our founder, Phil, is one of the most innovative and respected authorities in the IP space. (Don't let his relaxed attire suggest otherwise!)
- Culture:** Non-corporate, agile, innovative, people-focussed
- Your Skills:** Experienced PA / EA

ABOUT THE ROLE

The successful PA will work closely to support our Founding Partner and senior team.

Specific tasks and capabilities:

- Providing professional and confidential administrative support and guidance to the founding partner
- Fulfilling a vital role in supporting the company growth and development
- Capacity to assist all senior team members
- Managing and co-ordinating key meetings, keeping track of actions and deliverables and making sure that timelines are met
- Identifying opportunities to improve brand awareness in conjunction with the marketing team and representing Barnes IP at external events
- Organising and managing multiple diaries for our senior team
- Managing office arrangements in Windsor and London, liaising with service providers and landlords
- Managing travel and accommodation arrangements and itineraries
- Opportunity for individual project management
- Being comfortable working in a paperless office
- Digital expenses/receipt management
- Monitoring short and long term team objectives and tasks and assisting where necessary.

Recurring tasks involve:

- Diary management
- Provide HR support to the team, including overseeing holiday requests, annual reviews and professional memberships
- Office management, maintaining stock of supplies, IT systems and relationships
- Preparing reports and presentations for client meetings
- Co-ordinate and support any external meetings and events
- Assist marketing team with social and digital media
- Filing emails & paperwork in our document management system
- Checking and actioning emails on behalf of others
- Responding to urgent requests
- Setting up calls/meetings
- Acting as the first point of contact and answering incoming calls
- Booking meeting rooms and parking spaces
- Booking restaurants, taxis, couriers and venues
- Allocating tasks to relevant team members and following up on deadlines
- Organising company events and team socials
- Ensuring that Barnes IP is involved in the local community
- Other administrative tasks

ABOUT YOU

- An experienced, positive PA
- Organised and efficient
- Independent thinker
- Excellent diary management
- Excellent communication and interpersonal skills, both face to face and online
- Ability to multi-task in a dynamic and fast-paced environment
- Ability to build relationships quickly with colleagues and clients
- Proven ability to handle confidential information with discretion
- Ability to manage team tasks/projects independently
- Confident with Microsoft software packages, including Office365, and capacity to learn new packages and find efficiencies
- Able to demonstrate good time management and ability to prioritise and multitask
- Proactive and reliable, with an inquisitive mind
- Good attention to detail
- Commercial awareness and an active interest in ways to improve the efficiency and sustainability of the working environment for staff and clients
- Flexibility to work from both UK office locations as required
- An interest in tech and neat new ideas would be a 'nice to have', but non-essential.

Sounds like a good fit?

If so, please apply to hr@barnesip.co.uk by the closing date 26th August 2022.