**Personal Assistant**

**Essential**

Commitment to equal opportunities

Using Word/ Windows and Outlook

High standard of written English grammar and spelling

High level of interpersonal and communication skills. Including the ability to take clear telephone messages and to liaise patiently and effectively with clients whose first language is not English.

Ability to prioritise, manage and negotiate own workload effectively in consultation with fee-earners.

Ability to work effectively in a team with others in the department.

Ability to work effectively under pressure and react quickly and effectively under strict time constraints

Commitment to civil liberties and an interest in current affairs pertinent to the role

**Desirable**

Previous experience of working in a legal environment of any kind

Previous experience of supporting solicitors / legal caseworkers with file management.

Previous experience working to tight deadlines