

# Legal Secretary

## Secretarial Department

**Summary:** The purpose of the role is to promote and provide a first class secretarial and administrative service as part of the Covington & Burling LLP secretarial services team. The role will be based in the Brussels office.

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### Qualifications:

- Excellent team player and demonstrates co-operation when helping others.
- Maintains good attendance and punctuality.
- Excellent technical ability using the Firm's computer system and software applications.
- Demonstrates awareness of providing a quality service and performs an accurate self-review of work undertaken.
- Ability to liaise professionally and effectively with clients.
- Ability to organise and prioritise workload effectively in order to meet deadlines.
- Flexibility to work additional hours as required.
- Experience of MS Word, Excel, PowerPoint and Outlook.
- Experience of Intapp, 3E, ChromeRiver and billing would be an advantage.
- Very fluent in (written and spoken) in English.
- Knowledge of French/Dutch would be an advantage.

### Duties and Responsibilities:

- Coordinates and maintains effective office procedures, and efficient work flow; complies with policies and procedures set by employer; establishes and maintains harmonious working relationships with supervisors, co-workers and clients etc.
- Works as an effective member of the designated secretarial team; provides cover during absence, picks up telephone calls for the group etc and volunteers for overflow work assignments when time permits.
- Assumes responsibility for maintaining the highest level of confidentiality of all client and Firm information, records and files, both within and outside of the Firm.
- Day to day diary management for lawyers; schedules meetings, arranges business itineraries, and coordinates travel arrangements.
- Communicates effectively with clients, making and taking calls as necessary. As and when requested, sorts and reads incoming emails and documents from clients for lawyers in their absence and files appropriately for necessary action.
- Types and composes general correspondence, documents, memos, reports, PowerPoint presentations etc. from various sources (e.g., handwritten and notes) using the Firm templates and drafting resources. Responsible for accuracy and clarity of final copy and ensures all work is returned in a timely manner.
- Utilises the Firm's computer systems and software applications effectively as well as establishing and maintaining filing and records both in hard copy and in electronic format.
- Enters the relevant lawyer's time on a daily basis into 3E and ensures all time entries are finalised in accordance with the Firm's monthly deadlines.
- Manages the billing process for relevant lawyers to include liaising with billing coordinators as required.

### **Duties and Responsibilities (continued):**

- Arranges with Accounts Department for reimbursement requests for out of pocket expenses. Also requests the payment of invoices or cheques to be drawn to appropriate client/matter numbers.
- Maintains an up-to-date version of secretarial handover notes for each designated lawyer.
- Undertakes any other ad hoc secretarial or administrative duties as requested.

**Reports To:** Director of Administration

**Status:** Non-Exempt

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