



JOB DESCRIPTION

# Legal Assistant (English Speaking)



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# Legal Assistant (English Speaking)

<b>Position</b>	Legal Assistant
<b>Department</b>	International
<b>Reporting to</b>	Head of International
<b>Office</b>	Spain

### Overall Purpose

To provide legal assistance and secretarial support to the Head of International and the Spanish office in a professional and effective manner.

### Main Tasks

#### Reporting to Head of International

- » To prepare, save, file and schedule letters and documents as given in dictation or on instruction by the Fee Earner, checking that they are correct and in the house style prior to signing or being sent
- » To file, save and schedule documents and identify and be familiar with documents needed for any matter
- » To attend to clients and any other third parties/professionals in a professional way on the telephone, in person or online if requested
- » To take and record accurately and action any messages and pass on to the appropriate person without delay
- » To be able to deal effectively with the filing, storage and retrieval of clients' files as required
- » To set up new files as requested by the Fee-earner and ensure that these files are kept tidy and regularly checked
- » To become familiar with the procedures required for ALB, the in-house case management system
- » To make appointments, arrange meetings and maintain personal and team diaries or systems, to be checked against the Fee-earner daily
- » To ensure the confidentiality and security of all clients' documentation
- » To be able to advise clients of the current state of any file, if uncertain to contact the Fee-earner for clarification and to initiate standard letters where appropriate
- » To carry out the departmental client care policy

- » To bring to the attention of the Fee-earner any matters which are thought relevant to be considered at the monthly departmental meetings

## Office Administration

- » To assist Fee-earners in the Spanish office with client onboarding and administrative tasks
- » To sit on reception desk on a rotation basis with other members of the team
- » To undertake basic office management tasks where needed
- » To undertake any other clerical duties which from time to time may be allocated

**This job description is not a definitive list or exhaustive list of responsibilities but identifies the key responsibilities.**

## Job Specification

	Essential	Desirable
Qualifications	High school education	Undergraduate education
Knowledge and Experience	Assistant/Administrative experience in a professional services environment  Be IT literate including Windows, Outlook and case management systems  English speaking: Native	Have an understanding of Spanish law and experience in a Spanish law firm  Spanish speaking

Skills	Well organised, articulate and literate	
	Can use own initiative	
	Can prioritise workload and work to deadlines, coping under pressure	
	Can deal with clients in a professional manner	
	Can deal with professionals (lawyers, estate agents, Spanish public bodies)	
	Can manage basic administration needs (client onboarding, scanning, filing, scheduling).	
	Excellent IT skills with adaptability to learn new systems	
	Be adaptable to new working practices	
	Good communication both verbally and written	
	Teampayer	

October 2025