



Legal Administration Executive

London (some travel to Henley)

To provide administration and organisational functions to the legal department in London, Henley and Dublin. To include organising and maintaining legal processing, data maintenance and various administration functions and systems in various ways, for the legal department as whole.

Job Description

- As the administrator for the legal department to develop with the head of legal, systems and processes and reporting, manual and electronic, supporting all the activities of the legal department and the requirements for a variety of different reporting and monitoring requirements of an international asset management company
- This will include a wide variety of functions including collection and analysis of data, maintaining appropriate records, and assisting with in house client and outside providers and clients liaison, and appropriate project support
- It will also require the maintenance and organisation of various learning and legal education requirements and maintenance of the legal library
- This will include some secretarial support where necessary

Skills, Qualifications & Experience Required for role

- Sufficient and appropriate experience in a senior administrative role
- Experience in an asset management environment would be preferred
- Previous proven technical and administrative experience would be an advantage
- Proficient knowledge of Microsoft Office
- Exposure to common automated systems for recording, tracking and paying a variety of outside providers and connected reporting systems would be advantageous
- May hold an accounting and/or administrative qualification
- Excellent written and oral communication skills
- Highly numerate and enjoys working with numbers
- Strong organisational skills
- Self-motivated and flexible
- Ability to handle sensitive information and maintain diplomacy and confidentiality
- Confident dealing with people at all levels
- Attention to detail
- Demonstrate a proactive approach to work
- Ability to work under pressure,

Your next step?

Email your full CV and detailed covering letter to:

shalini_chawla@invescooperpetual.co.uk

Or, alternatively, post your application to:

Shalini Chawla
HR Department,
Invesco UK Limited
30 Finsbury Square,
London EC2A 1AG
UK

Closing date for applications:
10th February 2012

No agencies please

www.invescooperpetual.co.uk/careers

