

Executive Assistant

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Company: HAIL Partners

Location: London Area

Category: other-general

The Business: A leading, global, private equity firm based in the heart of London. A fast-paced, and high achieving business looking for an experienced Executive Assistant to support the General Council. The Job: Joining a dynamic team in a pivotal Executive Assistant position supporting the General Council. This position will require a proactive approach, being able to turn your hand to legal operations and strategic initiatives. Manage diary and schedule for the General Counsel and team, including prioritisation and conflict resolution. Prioritise and manage strategic objectives and special projects. Develop best practices for legal team operations to improve efficiencies. Plan and execute meetings and off-site events, including logistics. Coordinate business travel arrangements, adhering to budget and guidelines. Assist in recruitment, hiring, and onboarding processes for the European legal team. Maintain organisational charts, distribution lists, and reference materials. Coordinate legal documentation signing and arrange board meetings. The Ideal Candidate: Experience in legal sector/law degree and finance industry experience. Bachelor's Degree and ten or more years of administrative assistance experience. Ability to thrive in a fast-paced environment and prioritise competing demands. Strong initiative and ownership of responsibilities. Exemplary interpersonal and communication skills.

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