

## Human Resources Assistant

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Company: McKinlay Law

Location: London Area

Category: other-general

Job Title: Legal HR / Talent Assistant Salary: £55,000 negotiable Location: Central

London Our client, a leading American law firm, are looking to recruit a Legal Talent Assistant who will provide ongoing operational support to the legal talent and recruitment team, including all aspects of London onboarding and integration for legal staff hires and summer associates.

**JOB RESPONSIBILITIES:** Legal Talent and Recruiting Assisting the American and London Legal Personnel teams with the onboarding of London-based attorneys and those on rotation in London. This will include arranging for temporary accommodation, booking transportation, dealing with new joiner orientation schedules, and communicating onboarding details to incoming associates and fielding questions; Coordinating orientation logistics throughout a new joiner's orientation week; Liaising with the London partners, attorneys and secretaries on an ongoing basis to assist the Head of Legal Talent Management with the integration, development and overall morale of all London-based attorneys; Working with the Head of Legal Talent Management, the London-based Events and Hospitality Manager and various department heads to develop and maintain a coordinated calendar of London training, meetings and events, including monthly lawyer lunches and office social events; Attending scheduled social events to take attendance and assist with hosting; Assisting with the scheduling interviews, feedback collection and other recruiting tasks relating to London associate candidates; Operational Support Supporting the Head of Legal Talent Management with ad hoc Legal Personnel related projects and requests, including ownership and development of London-specific LP administrative processes (e.g., attorney vacation tracking, probationary period tracking, etc.); Maintaining and circulating

London-specific operational tracking charts and spreadsheets (e.g., London leverage chart, invoice tracking chart, etc.);Preparing the first draft of the London LP budget and works closely with the Head of Legal Talent Management to reconcile monthly expenses against applicable budget amounts;Presenting London-specific updates at monthly LP departmental meetings and bi-weekly team catch ups;For this role, the client is looking for a candidate with a background (2 years +) in either talent development, generalist HR work, or emerging talent / trainee / graduate recruitment. The role will require a comprehensive understanding of Firm policies and procedures, strong communication skills (there will be extensive communication with contacts in different US offices) and the ability to work collaboratively across departments. A legal HR background is essential.Ideal opportunity to join this leading firm as the London office is experiencing a period of rapid growth. Exceptional benefits, hybrid working, and a bonus on offer, as well as a friendly and team orientated culture. A fantastic prospect for an experienced legal HR professional who is looking to join a firm in an exciting growth phase and take on more responsibility. Exceptional benefits including a bonus on offer as well as hybrid working.McKinlay Law endeavour to contact all successful candidates within 24 hours. However, due to the volume of applications that we receive, we are not able to respond to every candidate individually. If you have not heard from us within 24 hours your application has been unsuccessful and we have not retained your details.

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