



Job Description

Job title: Service Line Co-ordinator (reduced hours)

Department: Executive Team

Jurisdiction: Jersey

Purpose of the role

The role will provide administrative support to multiple Service Line Heads and a number of Business Services Directors in managing service line related activity, including drafting Agendas, producing Board packs and arranging travel itineraries. To liaise closely with and report directly to the Senior Service Line Head Co-ordinator to ensure cohesion amongst the Service Line Heads and Service Line Partner Groups in alignment with published business capabilities and agreed Business Plans.

Key Responsibilities

- Actively engage with Service Line Heads and Service Line Partner Groups, where required
- Pro-actively develop close working relationship with Senior Service Line Head Co-ordinator
- Planning and scheduling of regular Service Line meetings
- Preparing, collating and circulating meeting Agendas with supporting documentation
- Liaising with Business Services Directors as required to support delivery of Service Line Business Plans
- Requesting/collating additional data as required e.g. financial reports, key client relationship updates
- Drafting and circulating emails on behalf of the Service Line Heads, as required
- Arranging and co-ordinating travel bookings and itineraries in conjunction with the firm's travel policy
- Processing expense and payment authorisations according to Group policy and procedures
- Maintaining a shared electronic filing system, ensuring that filing is carried out on a regular basis
- Managing hard copy Agenda packs as required
- Updating structure charts and minute taking at meetings from time to time
- Any other reasonable tasks associated with the role, as directed

Competencies

- Background in providing executive support at Partner/Director level
- Proven experience in producing meeting Agendas and collation/distribution of Board packs
- Highly computer literate and competent in Microsoft Office 2010
- Self-motivated and highly professional individual, with confidence to take on responsibility
- Ability to work as part of a team and offer flexibility to complete timed tasks
- Strong organisational skills and able to work under pressure, to tight deadlines and for more than one Partner/Director (or equivalent) simultaneously
- Excellent interpersonal and communication skills at all levels
- Integrity when dealing with sensitive and confidential data

Contact

To apply for this role please send your CV to recruitment@ogier.com

Regulatory information can be found at ogier.com