

Job Description

Job title: Managing Associate

Location: Funds

Jurisdiction: Luxembourg

Purpose of the role

To provide technically excellent legal advice on a range of advanced issues, whilst initiating, building and maintaining productive relationships with clients and intermediaries

Key Responsibilities

- Be adept in the provision of technically accurate and complex guidance to a client, without the need for review by others
- Have a broad and deep knowledge of a specialised practice area and a broad general knowledge of the law of your jurisdiction
- Be responsible for developing contribution to Knowledge Management in conjunction with Partners/Heads of Team
- Deliver CPD sessions and produce articles on area of expertise
- Manage team awareness of WIP and debt with Partner
- Assist in the preparation of budgets and business plans in conjunction with the Partner
- Collate and maintain the billing information and ensure that WIP is billed or written off against previous billings as frequently as possible
- Monitor the teams billing information and ensure that WIP is billed or written off against previous billings as frequently as possible
- Actively generate business for your team and jurisdiction from both new and existing clients by effective internal and external business development activities and strive to develop the Ogier brand in the marketplace
- Ensure that any client feedback is managed appropriately
- Having a detailed business development plan which is constantly reviewed, updated and executed
- Contribute to recruitment decisions and the selection process
- Deliver performance reviews for the junior members of the team as well as responsible for their on-going management
- Be approachable and available to the team and other fee earners so they can check their understanding
- Manage, develop and coach the team appropriately

Competencies

- Qualified Lawyer with typically 7+ years of PQE
- Solid experience from a relevant law firm environment, ideally within a Magic/Silver Circle firm (or equivalent) demonstrating good, consistent performance over the last two financial years
- Demonstrate highest standards of professional knowledge and ability
- Make timely and accurate decisions
- Understand and demonstrate management and financial accounting principles
- Build and maintain productive working relationships and be an authority in your area of expertise
- Prepare and present professional presentations and training seminars internally and externally as required

Job description (cont.)

- Understanding the environment the client is operating in and meeting their needs
- Anticipating and understanding market development that will impact your client
- Regularly attend client events on behalf of Ogier
- Gain an awareness and understanding of peers in key client groups (internally and externally) which results in a relevant and effective network
- Provide effective leadership, drive and motivation and project a credible image that inspires confidence
- Adopt a positive approach to change and implement change in a way that meets organisation and individual needs whilst building a team culture that is supportive and forward looking

Contact

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

Regulatory information can be found at ogier.com