

Our client is a leading UK law firm with a specialist **French desk**, advising French companies and entrepreneurs on establishing and growing their business in the UK. Combining expertise in English business law with a deep understanding of French business culture, the team provides commercially focused legal support to clients navigating the UK market. Due to continued growth, they are looking to recruit a **French-speaking Legal Assistant** to join their London office.

ROLE of the Legal Assistant:

- Advising mainly French clients upon matters of English business law, (no advice being given under French law) in conjunction with specialist fee earners from other teams where relevant.
- Undertaking legal research, advising on the implications of new statutes and regulations
- Undertaking marketing activities including presenting seminars and contributing to pitches (as and when required)
- Supporting the team in delivering the core principles of exceptional client service
- Providing effective advice and guidance to the firm's French speaking client base
- Being able to work as part of a team both in the business services team and the firm as a whole
- Having the ability to work on well with intermediaries and to build strong relationships with them
- Being attentive to details and keeping up to date with legal developments

PROFILE:

- Fluent in French and in English with strong communication skills (written and verbal)
- Knowledge of both French and English legal systems
- Some inhouse training will be given dependent upon the level of experience and knowledge of English law
- An enthusiasm for and willingness to become proficient in English business law
- Legal drafting skills: the ability to provide clear, concise and commercially relevant advice to our French clients
- Up-to-date knowledge of legal developments and government policy within relevant sectors
- Ability to provide advice, in French, to clients to a high standard and often to tight timescales
- Ability to build strong relationships with clients, colleagues and intermediaries
- Flexible, enthusiastic, ambitious, focused, results oriented and keen to develop responsibility for running with your own caseload
- Attention to detail and strong organisational skills

SALARY & BENEFITS:

- Basic to £35k/y
- Pension (4% employee contribution and a 5% employer contribution), life assurance, private healthcare