



Legal Assistant

Location: Leopardstown, Dublin 18

Job Purpose

The Legal Assistant will provide administrative support to the in-house legal function. This role will report to the Senior Legal Advisor.

Responsibilities will include but are not limited to:

- Tracking of tasks to ensure that all legal assignments are documented, costed and reported in accordance with procedures
- Co-ordinate the advice from legal advisers to ensure that queries have been answered according to budgets and timeframes specified
- Provide administrative support to the department's contract management system
- Undertake legal and compliance tasks as allocated and provide support to the legal and compliance functions as required
- Responsible for maintaining, updating and verifying a number of logs and systems in accordance with the department guidelines
- Responsible for maintaining the Company's operating structures documents
- Assist in the management and communication of legal and regulatory changes in a timely and efficient manner
- Ensure that all departmental spend is tracked against budget and reports are provided as required
- Provide support for departmental projects and initiatives
- Responsible for on-going file management within the department which will include both physical and soft copies of files
- Attend meetings as required with responsibility for minute taking and distribution of minutes to the relevant parties
- Adhere to the processes and procedures within the department and identify areas for improvement and make recommendations
- Initial drafting of legal related documentation
- Co-ordination and collation of quarterly packs for the Board Meeting.
- Develop and build relationships both internally and externally
- Attend and complete IT Security training and any other LeasePlan Insurance/LeasePlan Corporation training as required.

Knowledge & Skills

Knowledge

- Degree qualified preferably with at least 6 months experience working in a similar role
- Comprehensive knowledge of MS Office, especially Word, PowerPoint and Excel

- Insurance knowledge or experience would be an advantage but not essential

Skills

- Strong time management skills with ability to prioritise and multitask several initiatives at the same time and deliver to deadlines
- Excellent problem solving skills which have been demonstrated through critical thinking
- Strong interpersonal and communication skills with an ability to work with both internal and external parties
- Proactive and able to work on own initiative
- Excellent attention to detail and concern for quality of information produced
- Previous experience of working with multi-national / multi-cultural colleagues and third parties
- Strong administrative and organisational skills

What we offer?

- Great benefits such as company health and dental insurance, attractive pension, performance related bonus, gym membership, Bike to Work TaxSaver travel tickets

LeasePlan Insurance is an equal opportunities employer.