



BUSINESS SUPPORT

The beginning of the year saw some interesting changes in the legal business support recruitment market and we expect the legal sector to continue to evolve through 2017.

Fee earner recruitment remains a key focus law firms of all sizes and this will of course impact business support teams.

Automation and process improvement is another area that many firms are focusing on and business support professionals will need to update their skill sets to adapt to these changes.

SKILLS IN DEMAND

With a number of restructures on the support side recently, experienced PA/EAs are currently in high demand.

Several law firms have redefined their PA/Secretarial roles and a high proportion of document work has been moved to dedicated Document Production teams. Some of these DP teams have also been outsourced.

Many firms are currently reviewing the support that PAs and Secretaries are providing to their partners and fee earners with the aim of ensuring that the lawyers are maximising their fee earning time.

MERGERS AND ACQUISITIONS

2017 has had a busy and challenging start with the collapse of one of London's long standing law firms and the imminent merger of 3 high profile firms to create a new 'super firm' and several others running in the background.

PREDICTIONS FOR THE COMING QUARTER

With the market remaining steady, competition to recruit the best talent will remain high. To encourage staff retention, several firms have been implementing clearly defined career paths for their Secretarial / PA staff. This is encouraging as clear career progression for business support staff is one area that had been lacking in previous years.

BUSINESS SUPPORT SALARIES Q2 2017***LEGAL SECTOR**

Job title	Annual salary range (£)	Contract rate per hour (£) (based on 35 hour week)
PA Manager	48K - 75K	29 - 46
PA Team Leader	38K - 48K	23 - 28
PA Coordinator	38K - 44K	23 - 27
Executive Assistant to Managing Partner	42K - 50K	25 - 30
Senior PA to Senior Partner / Management Team	39K - 46K	24 - 28
Personal Assistant	31K - 35K	19 - 21
Legal PA to Partner	32K - 40K	19 - 25
Legal Float Secretary	34K - 38K	20 - 23
Legal Secretary to Associate	32K - 36K	17 - 20
Legal Secretary (6-12 months' experience)	22K - 28K	13 - 17
Trainee Legal Secretary	18K - 23K	11 - 14
Administrator / Admin Assistant	18K - 26K	9 - 16
Team Secretary / Assistant	25K - 30K	17 - 21
Daytime Document Production Manager / Supervisor	38K - 46K	23 - 28
Document Production Operator	33K - 38K	20 - 23
Weekend Document Production Operator	38K - 42K (pro rata)	23 - 25
Evening Document Production Operator*	35K - 38K	21 - 25
FOH Leadership	30K - 40K	18 - 24
Receptionist / Switchboard Operator	24K - 30K	14 - 18
Facilities Assistant	22K - 27K	13 - 16
Post Room Assistant	18K - 24K	11 - 14
Reprographics Assistant	22K - 27K	13 - 16

PRACTICE SECTOR

Job title	Annual salary range (£)	Contract rate per hour (£) (based on 35 hour week)
Office Manager	35K - 45K	21 - 27
Executive Assistant	36K - 40K	22 - 24
Senior PA	34K - 36K	20 - 22
PA	32K - 34K	19 - 20
Secretary / Team Secretary	26K - 31K	16 - 19
Team Administrator / Administrator	22K - 25K	13 - 15
Receptionist	23K - 26K	14 - 16
Switchboard operator	22K - 26K	13 - 16

Notes on salary table:

*Discretionary enhancement for twilight/unsociable hours

1. Titles and levels vary from organisation to organisation.
2. The salary ranges given are only approximate guides. For tailored salary advice, please contact us directly.
3. 12-month base salaries are assumed.
4. All other benefits and bonuses are in addition to these figures.