

# Office Support Assistant

## Megan

Hello readers! My name is Megan and I am one of the members of our outstanding Office Support Assistant team here at Cleary Gottlieb in London.

What is an Office Support Assistant? Our title gives you a clue. We literally do anything involving administration to support the entire office. We support everyone from the Legal Secretaries, Receptionists, Trainees, right up to the Senior Partners.

We also support visiting lawyers from other Cleary offices. We have 16 offices globally and we work hard as a team to ensure that everyone who comes to work in our office receives the same level of service that our local employees get on a day to day basis.

No task is too big or too small for our team. The tasks range from simple or complicated print jobs, helping the Legal Secretary team with arranging business travel for their lawyers, arranging various couriers and sorting office mail. Occasionally we assist with restaurant and meeting bookings and have previously worked alongside reception in answering the main phone lines.

Attention to detail is of high importance in our role, especially when checking for spelling and grammatical errors within legal documents. We receive all of our instructions by email, which means we have to read and understand the requests properly. Some of our requests have many important details that we need to pay close attention to. This allows us to complete the task to a high standard without missing any information.

You may have noticed that I've used the word "team" frequently. That's because working well as a team is vital to not just our role but for every department within the Cleary family. There are currently seven members of the Office Support Assistant role and we work very closely with each other. We practice good communication skills, support each other in our roles and make sure we all have the tools we need to complete our tasks. A direct result of this positive working relationship has been a close friendship. This extends to our relationships with other members of staff at all levels.

One of my favourite things about working at Cleary is that we interact with so many different people throughout the organisation. Sometimes our job pushes us out of our comfort zone to do a task we've never done before, which means there are often opportunities to learn and grow. We are always supported and encouraged by our peers, so we can try new tasks with confidence.