**Job Title: P.A. and Legal Assistant**

**Department: Business and Legal Affairs**

**Reports To: Executive Vice President, Business & Legal Affairs**

**Location: London, UK**

**JOB SPECIFICATION**

A leading global entertainment company with a strong and diversified presence in motion picture production and distribution, television programming and syndication, home entertainment, family entertainment, digital distribution, new channel platforms and international distribution and sales.

The role of P.A. and Legal Assistant will report directly into the EVP, Business & Legal Affairs, responding to the demands of the Business and Legal Affairs team.

With a proven track record of excellent attention to detail and organisational skills. A self-motivated individual who has willingness to learn with a great ability to remain resilient in the face of challenges.

**Key responsibilities (including but not limited to):**

* Diary management and handling phone calls (including setting up/rescheduling meetings and calls) including regular updating of contacts
* Travel and expenses management
* General administrative duties (eg filing, photocopying/scanning, printing, updating schedules, tracking deadlines and expiry dates etc)
* Managing all external payments processes including reviewing and approving invoices
* Responsibility for basic legal tasks and projects
* Reviewing, amending and finalising simple legal agreements (eg NDAs and Promotions/T&Cs)
* Carrying out legal research on an ad hoc basis
* Supporting and assisting in taking legal delivery for all UK films/TV shows
* Handling all basic internal and external queries in relation to LG UK subsidiaries. Liaising with external counsel and assisting in all company secretarial matters in relation to LG UK subsidiaries, including preparing documents for quarterly board meetings
* Reviewing, circulating and filing correspondence for HMRC and Companies House in relation to LG UK subsidiaries
* Coordinating and supporting the contract process as required (eg preparing documents for signature, arranging signatures to documents, circulating fully executed agreements and contract summaries)
* Responsibility for annual insurance policy renewal and day to day interaction with insurance brokers on all office insurance matters

**Key Skills**

* A proactive self- starter with the ability to work independently and use own initiative, with a desire to be innovative to help drive Lionsgate business forward
* Good communication at all levels (verbal and written) and ability to work collaboratively throughout the company
* A problem solver who is willing and eager to learn on the job
* Proud to be part of team and ability to work well as part of a team, working collaboratively with all stakeholders
* Organised, good time management skills with ability to work well under pressure within a fast paced and changing environment
* Delivers consistent high quality work with strong attention to detail
* Proficient in Microsoft Office: Word, Excel, PowerPoint and Outlook
* Integrity in keeping all affairs strictly confidential

**Objectives – seeking candidates who demonstrate the Lionsgate values:**

* **Collaborative** - a great team player who works well alongside all stakeholders
* **Passionate** - an ability to enrol, involve and motivate others with your ideas and plans
* **Innovative** – a creative flair, with the ability to think differently and offer new solutions and ideas
* **Inspiring** – demonstrate drive, tenacity and commitment to the job in hand
* **Integrity** – remaining true to the company’s values and always acting with positive intent

***Closing date for this role Friday 3rd November 2017***