

We are seeking a highly organised and detail-oriented individual to join our dynamic legal team as a Legal Secretary in our Private Client Department. The ideal candidate will possess strong administrative skills and a keen willingness to learn legal terminology and procedures. The successful candidate will work with two lawyers and a secretary in a small and friendly team.

### **Duties**

- Provide administrative support to lawyers, including managing diaries, appointments, and correspondence.
- Prepare legal documents, including Wills, Powers of Attorney and Probate documents using Microsoft Word and our case management software.
- Conduct audio typing for dictations and transcribe legal documents accurately.
- Maintain and organise files, both electronic and paper-based, ensuring easy access to important information.
- Communicate effectively with clients, colleagues, and external parties via telephone, email, and in person.
- Utilise Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) to create reports, presentations, and spreadsheets as required.
- Manage time effectively to meet deadlines while prioritising tasks efficiently.
- Assist in the preparation of case files for meetings.

### **Requirements**

- Experience as a secretary or assistant in Private Client work is preferred.
- Proficiency in typing is necessary with excellent speed and accuracy.
- Strong communication skills with the ability to convey information clearly and professionally.
- Familiarity with Microsoft Office applications including Word, Excel, PowerPoint, and Outlook is essential.
- Excellent organisational skills with a meticulous attention to detail.
- Strong IT skills with the ability to adapt to new software quickly.
- Effective time management skills to handle multiple tasks simultaneously while maintaining quality of work. If you are a proactive individual with a passion for the legal field and possess the necessary skills outlined above, we encourage you to apply for this exciting opportunity as a Legal Secretary.

Job Types: Full-time, Permanent

Pay: £22,500.00-£25,500.00 per year

Work Location: In person