

Legal Secretary

Role	Legal Secretary
Location	Coventry and Kenilworth
Contract	Full Time Permanent
Salary	Competitive plus benefits

Purpose

We have an exciting opportunity for a Legal Secretary to join our growing and busy Commercial department. You will be tasked with providing secretarial support and assistance. This is an exciting opportunity for a motivated and experienced secretary to play a key role in assisting our team of expert legal personnel within a friendly and supportive team environment.

Responsibilities

- Audio & copy typing, emailing, photocopying, filing of letters, emails and documents
- Completing forms and drafting documents (with supervision).
- Operating electronic search system making applications to the Land Registry.
- Running matters on Tikit and following file procedures.
- Updating file checklists.
- Dealing with Money Laundering procedures including scanning client ID into Tikit and electronic verification and identification within Office Procedures.
- Produce completion statements.
- Producing invoices and slips for transfers.
- Undertaking inhouse training and any set or required development.
- Speaking to clients and professional contacts, personally and by telephone, answering queries, giving information and making appointments.
- Reception cover when required.
- General commercial conveyancing secretarial administration, assistance and support.

Requirements/Experience

- Audio typing
- Computer literacy
- Knowledge of conveyancing procedure
- Understanding of case management and accounts system
- Ability to deal with clients and business contacts in a professional manner

Benefits

- 23 days holiday with 1 day off for your birthday as an additional day.
- Holiday increase with each year of service.
- Long service awards
- Pension
- Dress down on the last working day of the month
- Free/subsidized legal fees
- Training funding support/professional development

- Company sick pay
- Cycle to work scheme
- Eyecare vouchers
- Flu jab voucher
- Refer a friend scheme