

Legal Secretary

Role	Legal Secretary Family
Location	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 Family 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

- Typing Letters, Briefs, Statements, Petitions, Financial and Children Act Applications
- All necessary Forms, Agreements, Deeds, Schedules, Mediation documents, file notes, attendance notes and memos.
- Making appointments and dealing with Clients and others by taking and relaying messages in person and over the telephone.
- Managing diaries
- Communication with third parties such as counsel, experts and other solicitors.
- Preparing and compiling briefs and enclosures.
- Photocopying to include preparing documents and bundles for hearings.
- Preparation of costs schedules for Court.
- Time recording.
- Filing and maintenance of files.
- Preparing files for costing and producing invoices.
- Clearing outstanding office and client balances.
- Preparing files & ledgers on closed matters to be archived.
- Reception cover when required.
- General family secretarial administration, assistance and support.

Requirements/Experience

- Audio typing
- Computer literacy
- Family Law secretarial experience or legal experience preferable.
- Ability to deal with Clients and others in a professional manner.
- Telephone skills.
- Understanding of case management and accounts system

Benefits

- 23 days holiday with 1 day off for your birthday as an additional day.
- Holiday increase with each year of service after 5 years
- Pension
- Dress down on the last working day of the month

- Subsidized legal fees
- Training funding support/professional development
- Company sick pay
- Cycle to work scheme
- Eyecare vouchers
- Flu jab voucher
- Refer a friend scheme