

## Legal Secretary at Norris and Miles

Due to our increased workload we are looking for an additional Full Time Legal Secretary to join our busy long established Law Firm in the rural town of Tenbury Wells.

Although Legal Secretary experience is desirable it is not essential, as full training will be provided.

### Duties:

- Audio typing and copy typing of letters and other documents
- Receiving and channelling telephone calls and taking messages
- Dealing with straight forward enquiries
- Covering reception when required
- Making telephone calls to clients, solicitors, court etc
- Under guidance of fee earner, seeing clients to take instructions and complete forms
- Diary maintenance
- Maintaining and updating client records and opening and closing files
- Inputting data onto computer systems
- Post dispatch
- Registering and storing of deeds, wills and probates
- And any other tasks that may be required

### Requirements:

- Typing Skills with a high degree of accuracy; experience of Audio Tying would be advantageous.
- Strong communication skills, both written and verbal
- Competent computer skills
- Good time management skills to prioritise workload to meet busy deadlines
- Strong organisational skills to manage multiple tasks effectively
- Ability to strictly adhere and observe confidentiality
- Trustworthiness
- Proactive manner
- Good telephone and client manner

This position is 35 Hours per week, 9am to 5pm Monday to Friday with 1 Hour for Lunch.

Job Type: Full-time

Pay: £23,000.00-£27,000.00 per year, depending on experience

## Benefits:

- Workplace pension
- Free On-site parking
- Additional Paid Leave over the Christmas Period at the discretion of the Partners
- Christmas Bonus
- Free Drinks