

# LEGAL SECRETARY NEEDED TO JOIN OUR FAMILY



## Profile

This role will currently assist the EMW Wealth team dealing with Private Client matters (Wills, Trusts and probate), however there will be a future expectation that other teams will also be supported such as Real Estate, Commercial Services and Corporate over all 3 offices as required.

### Experience:

- Legal Secretary with minimum of 2 years' experience
- Previous experience as a legal secretary within a private client team dealing with Wills, Trusts, Probate etc.
- Knowledge and understanding of key issues relating to Private Client matters, including dealing with Probate registry etc.
- Ability to work under pressure
- Excellent administrative skills
- Ability to take on billing responsibilities and basic credit control
- Excellent telephone manner and ability to build a good rapport with clients

### Familiar with:

- Microsoft Applications (Word, Excel, Powerpoint, Outlook, Access).
- Oyez / Laser Forms.
- Advanced track change features in Word or other document comparison packages.
- General Accounts, Solicitor's Accounts Rules and Money Laundering Procedures.

### Key Skills:

- Responsibility for Fee Earner's diary management and liaison with clients and staff as instructed.
- Ability to draft simple correspondence unsupervised.
- Confidence and ability to communicate at senior levels.
- Excellent interpersonal skills with private and corporate clients, with the ability to develop a good rapport with members of all the teams in the firm.
- Team player able to fit into a friendly but busy team.
- Excellent organisational ability with a friendly but professional attitude.
- Ability to work under pressure.
- Confidently produce legal documents and correspondence as provided by Solicitors and to deal with relevant third parties.
- Confidently manage accounts and money laundering duties associated with client files.
- Ability to respect confidentiality of work carried out by fee earner.

### Team

MW Wealth team

### Reporting to

Stephen Smith

### Location

Milton Keynes

### Benefits

- 20 days holiday
- 3% pension contribution
- BUPA Private Health (after 6 months completed service)
- Employee Assistance Programme
- Income Protection Scheme
- Death in Service Benefits
- Perkbox/Benefits Hub

### Equal Opportunities

The firm is an Equal Opportunities Employer and is committed to the implementation and maintenance of employment and recruitment practices which will ensure that no potential or current employee or trainee, is treated less favourably on the grounds of age, disability, gender, marital status, race, nationality, colour or any other aspects unrelated to their current and potential skills, aptitudes and abilities.