

LEGAL SECRETARY NEEDED TO JOIN OUR FAMILY



Profile

If you're hard-working, out-going and a good team player, we'd love to hear from you.

Key knowledge areas

Essential:

- Administration / legal secretarial experience
- Reliable with the ability to be flexible when workloads demand

Desirable:

- Previous experience as a Legal Secretary within a Commercial Property team or having provided ad hoc support as part of an Administration Assistant role.
- Minimum of 3 years' experience within a law firm

Familiar with:

- Microsoft Applications (Word, Excel, Powerpoint, Outlook, Access).
- Maintaining databases and producing reports.
- Oyez / Laser Forms.
- Advanced track change features in Word or other document comparison packages.
- General Accounts, Solicitor's Accounts Rules and Money Laundering Procedures.
- PLC documents.
- Online Land Registry searches.
- Companies House searches.
- Online HMRC stamp duty facilities.
- Property searches using agents.
- Indemnity Policy requests.

Team

Real Estate

Location

Milton Keynes

Benefits

- 20 days holiday (rising to 25 days in accordance with policy)
- 3% employer pension contribution
- BUPA Private Health
- 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.

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 the ability to develop a good rapport with all the members of the team.
- 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 and to tight deadlines when completion deals are at their peak.
- Confidently produce legal documents and correspondence as provided by Solicitors.
- Confidently manage accounts and money laundering duties associated with client files.
- Effectively photocopying and scanning documents as and when required.
- Uploading electronic scanned documents onto an Extranet.
- To ensure that confidentiality is always maintained.
- To undertake any administrative task as and when required.