

# LEGAL SECRETARY NEEDED TO JOIN OUR FAMILY



<b>TEAM</b>	Commercial Services Team (Dispute Resolution)
<b>LOCATION</b>	Milton Keynes
<b>BENEFITS</b>	<ul style="list-style-type: none"> <li>• 20 days holiday</li> <li>• BUPA Private Health (after 6 months completed service)</li> <li>• Employee Assistance Programme</li> <li>• Income Protection Scheme</li> <li>• Death in Service Benefits</li> <li>• Perkbox</li> </ul>
<b>HOURS</b>	Full Time - 9:00am - 5:30pm
<b>EXPERIENCE</b>	0 – 2 years PA / Legal Secretarial experience within a law firm.
<b>THE FIRM IS MADE UP OF</b>	180 people

## KEY KNOWLEDGE AREAS

<b>ESSENTIAL</b>	<ul style="list-style-type: none"> <li>• Previous experience as a PA / Legal Secretary within a Commercial Litigation Department.</li> <li>• Ideally experience of working with cases involving insolvency and property litigation.</li> <li>• Ability to work under pressure.</li> <li>• Excellent administrative skills.</li> <li>• Ability to take on billing responsibilities and basic credit control.</li> <li>• Excellent telephone manner and ability to build a good rapport with clients, Counsel and other contacts.</li> <li>• Flexibility for overtime.</li> </ul>
<b>FAMILIAR WITH</b>	<ul style="list-style-type: none"> <li>• Microsoft Applications (Word, Excel, Powerpoint, Outlook, Access).</li> <li>• Oyez / Laser Forms.</li> <li>• Advanced track change features in Word or other document comparison packages.</li> <li>• General Accounts, Solicitor's Accounts Rules and Money Laundering Procedures.</li> </ul>

## KEY SKILLS

- Responsibility for diary management and liaison with clients and staff as instructed.
- Ability to draft simple correspondence unsupervised.
- Knowledge of the Civil Procedure Rules and court forms.
- Confidence and ability to communicate at all levels.
- Excellent interpersonal skills with the ability to develop a good rapport with all the members of the team.
- Excellent interpersonal skills with the ability to develop a good rapport with all clients.
- Team player able to fit into a friendly but busy team and undertake work for all the members of the team when required.
- Excellent organisational ability with a friendly but professional attitude.
- Ability to work under pressure and to tight deadlines.
- Confidently produce legal documents and correspondence as provided by Solicitors.
- Confidently manage accounts and money laundering duties associated with client files.
- Ability to respect confidentiality of work carried out by Principals.

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.