**Legal Secretary**

**Job Description**

**Benefits:**

• Starting at 23 days holiday + Bank holidays with potential to move up to 28 days + Bank holidays

• Salary Exchange pension with Royal London

• Sick pay scheme

• Vitality health insurance

**Reports to:** Fee earner

**Overview of role**

To provide expert legal support. To take instructions from your supervisor in progressing the client’s case through to Completion. You will be the main point of contact in most cases for your supervisor’s clients taking telephone calls, stepping in for meetings and providing updates to the clients.

**Main Tasks (this list is non-exhaustive):**

* Assisting your supervisor in opening files and sending protocol information to clients;
* Audio-Typing;
* Drafting documents, letters and contracts tailored to the client's individual needs for approval by your supervisor;
* Corresponding with clients and opposing solicitors;
* Assisting in carrying out all necessary AML requirements;
* Ensuring all files meet compliance requirements;
* Keeping up to date with compliance procedures and policies;
* Keeping up to date with changes and developments in the law by reading journals and law reports;

**Training**

* Fraud;
* Data Protection;
* Anti-Money Laundering training;
* Cybercrime;
* To actively keep up to date and further your knowledge within the area of which you work.

**Inclusive responsibilities:**

* To act in the best interest of the firm at all times;
* To adhere to the firm’s policies at all times;
* To be respectful at all times to colleagues, suppliers, clients and any other visitors of the firm;
* To provide a high standard of client care.

**Qualities:**

* Calm and approachable;
* Team player;
* Positive attitude;
* Mulitasker;
* A professional approach to work, integrity and a respect for confidentiality.

**Skills/Experience:**

* Excellent communication skills, both written and oral;
* Analytical and problem-solving skills;
* Accuracy and attention to detail;
* Numeracy and IT skills;
* Ability to plan work and prioritise tasks;
* Interpersonal skills, to work as part of a team or with other people and organisations;