



THOMAS FLAVELL  
+ SONS SOLICITORS

### **The role**

We are looking for an experienced Legal Secretary for the Private Client department in Hinckley. The firm has excellent technology in place to provide an efficient service to clients with a Case Management app, Wills & LPA drafting tool, an online client portal and electronic forms for client onboarding. The right candidate will have excellent IT skills and be willing to use technology to provide a better service to the client.

The candidate will be required to work 35 hours per week Monday to Friday 9:00 to 5:00 with an hour for lunch.

Salary – competitive and graded based on experience.

### **Responsibilities to include**

- Audio typing and word processing of correspondence and documents;
- Opening and closing files and sending protocol documents;
- Assisting in the drafting of Wills & Lasting Powers of Attorney on our systems;
- Assisting in undertaking the relevant Anti-Money Laundering checks;
- Assisting with the distribution of estate by generating accurate requisition slips for payments on our system and obtaining the bank account details for the recipient;
- Generating letters and sending by email or uploading to a client portal;
- To attend to clients both on the telephone and in person. To take and record accurately all messages.
- To make appointments, arrange meetings and maintain an up-to-date appointment and reminder diary.
- To ensure the confidentiality and security of all practice and client's documentation and/or information;
- Provide photocopying support to the team;
- To provide cover for reception services if required;

### **Skills required:**

- Excellent typing, organisational skills and team work skills.
- Focused on client service
- Demonstrate sound knowledge of IT skills in Microsoft office, outlook, word and excel.

### **What we offer in return**

We offer a modern, friendly and flexible work environment alongside a competitive salary including 23 days holiday allowance (plus bank holidays) with an additional day awarded for every 2 years service (up to a maximum of 10 days), pension scheme, sick pay, and health insurance.

The firm provides the opportunity to all employees to develop a rewarding successful career and to progress within the firm if desired with additional paid leave for study and exams.

Job Types: Full-time, Permanent