Secretary
Real Estate & Projects

Background

Devonshires is a leading City law firm. We provide high quality legal services to our UK and international clients. We are recognised as a medium-sized niche firm, specialising in commercial / corporate, civil litigation, community housing, employment, projects and property especially in the area of social housing. Over the past few years we have grown significantly and now have over 200 staff.

Job Purpose:

To provide comprehensive secretarial support to the team and help meet client expectations in line with the department's objectives.

Main Duties and Responsibilities:

This is not an exhaustive list and from time to time it may be necessary to vary these to meet the department and business needs.

- Audio and copy typing and document processing.
- Producing presentations and spreadsheets.
- Formatting documents and any other relevant documentation as directed.
- Extensive diary management for the fee earner(s).
- General administrative support for the department e.g. filing, photocopying, monitoring post.
- Maintain up to date client contact information.
- Receiving phone calls from clients; routing them or taking messages as appropriate, liaising with external clients.
- Arranging travel – flights, trains, accommodation.
- Inputting time into the time recording system.
- Submitting expense claims.
- Producing bills and dealing with invoices.

- Organising and maintaining tidy and accurate files both in hard copy and electronically.

- Assisting with personal correspondence, diary commitments and other duties when asked.

- To provide cover and support to the other secretaries within the team as and when required. Flexibility is important as there can be considerable fluctuations in the amount of work produced by fee earners.

Attributes and Skills Required:

- A high attention to detail to produce work / documentation which is consistently of a high standard.

- A typing speed of +60wpm, together with relevant legal secretarial experience.

- Experienced in both audio and copy typing.

- An advanced knowledge of Word applications such as auto – numbering, bookmarks and track changes.

- Ability to co-ordinate large documents using Word.

- Familiar with MS PowerPoint, Excel, Outlook and Internet applications.

- Excellent communication skills, both written and verbal.

- Ability to prioritise workload to increase efficiency for the team.

- Shows initiative and is self-motivated.

- Able to convey clear and concise information to clients and external organisations, which will not compromise the practice or the firm.

Please note we are only accepting CVs from direct applicants at this stage.

If you would like further details or wish to apply for this position please email your CV and covering letter direct to support.recruit@devonshires.co.uk and also complete the diversity monitoring questionnaire which can be accessed by clicking here.

Devonshires Professional Services Limited is committed to providing equal opportunities in employment and to providing a workplace free from discrimination and harassment. As such all job applicants, employees, partners and third parties who come into contact with us, will receive equal treatment, regardless of age, disability, gender re-assignment, marriage and civil partnership, trade union activities, pregnancy and maternity, race, religion or belief, sex or sexual orientation. We welcome applications from groups where we are currently under-represented. For this reason we ask that all candidates complete the ***recruitment monitoring survey*** *in complete confidence for statistical purposes in order that we can effectively monitor how well our Diversity procedures are working. To review our policies on Diversity & Inclusion and Dignity at Work please visit our recruitment pages at* ***www.devonshires.com***