



Junior Secretary Construction

Job Purpose

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

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.

- Typing correspondence and other documents required
- Billing.
- Travel.
- Diary management.
- Covering telephones.
- General administrative support filing, photocopying, archiving, printing.
- Organising and maintaining tidy and accurate files both in hard copy and electronically.
- To provide cover and support to the other secretaries within the firm as and when required. Flexibility is important as there can be considerable fluctuations in the amount of work produced by fee earners.

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.

Devonshires Solicitors LLP is committed to providing equal opportunities in employment and to providing a workplace free from discrimination and harassment. As such all job applicants, employees and 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, pregnancy and maternity, race, religion or belief, sex or sexual orientation. 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.

Person Specification

Attributes and Skills Required:

- CILEX qualified.
- A high attention to detail to produce work / documentation which is consistently of a high standard.
- A typing speed of +60wpm.
- 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.