

Trainee Secretarial Scheme

Who are we?

With 175 years of history, Devonshires is one of the UK's leading full service law firms. Head Office is based in the City of London; however we also have smaller, regional offices in Colchester and Leeds. We work to provide forward thinking legal services to our clients, who range from some of the world's largest multinational corporations to private individuals. In recent years, we have maintained steady growth, and the firm currently has approximately 240 employees.



The scheme

We are offering three successful candidates who are due to complete (or who have recently completed) their CILEx Level 3 Diploma for Legal Secretaries the opportunity to join our London office on a 12 month fixed-term contract which will commence in August 2019. The scheme consists of a rotation (on a four-month basis) between three of our largest and most vibrant teams in the firm: Real Estate & Projects, Banking Governance & Corporate and Housing Management & Property Litigation. This will provide and set you up with exceptional Secretarial experience within a corporate environment which will be invaluable for furthering your career. As part of the scheme, you will also undertake (at the firm's expense) MOS training and exams, and complete the year with us as a MOS specialist.

What can you expect?

- To be able to fully utilise skills learnt from the completion of the CILEx Level 3 Diploma for Legal Secretaries;
- An excellent introduction to the workplace; and in particular a corporate environment;
- Supervision from experienced Secretarial Coordinators;
- The opportunity to look after your own Fee Earners;
- Medium-sized, friendly and sociable teams;
- Great work-life balance.

How to apply?

Please send a CV along with a covering letter directly to Emily Cooper, HR Advisor at Emily.cooper@devonshires.co.uk. The deadline for applications is Friday 31 May 2019.

Who are we looking for?

- Candidates with drive and desire to pursue a career as Legal Secretary;
- A typing speed of +50wpm;
- Excellent written and verbal communication skills;
- Somebody to add value to and increase efficiency of the teams;
- Proactivity.



Ruby's testimonial

'Devonshires offered me a position on their newly established Trainee Secretarial Placement Scheme in 2015. During my time, I was given a variety of different work; including document management, billing, proofreading, diary management, digital dictation, travel booking, filing and archiving.

I worked hard throughout my placement and tried to integrate myself across the firm by taking part in external events such as running the Royal Parks Half Marathon in order to help raise money for the firm's charity.

An opportunity opened up for me to become a fully-fledged Secretary and permanent member of staff in 2016, and I now directly support my own Partner and Fee-Earners which has helped to further develop my skill-set.'