



Secretary *Construction*

Job Purpose:

To provide comprehensive PA and secretarial support to 1 Partner and 3-4 assisting fee earners within the Non Contentious Construction 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.

- Formatting documents and any other relevant documentation as directed;
- Typing cover letters and dealing with correspondence;
- Audio and copy typing and document processing;
- Diary management for the solicitor(s);
- General administrative support for the department e.g. archiving, filing, photocopying;
- Receiving phone calls from clients; routing them or taking messages as appropriate;
- Producing bills and dealing with invoices;
- Organising and maintaining tidy and accurate files both in hard copy and electronically; Managing documents during transactions. E.g. printing and binding engrossed contracts, issuing for signature, chasing for return, checking proper execution and updating status trackers;
- Taking attendance notes in meetings;
- 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 the solicitors.

Attributes and Skills Required:

- Relevant legal secretarial experience and a track record to demonstrate this;
- A high attention to detail to produce work/documentation which is consistently of a high standard;
- An advanced knowledge of Word applications such as auto – formatting, numbering, bookmarks and track changes;
- Ability to co-ordinate large documents using Word;
- A typing speed of +60wpm;
- Experienced in both audio and copy typing;
- Advanced knowledge of 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.

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 complete the diversity monitoring questionnaire which can be accessed by [clicking here](#).

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, partners and third parties who come into contact with us, will receive equal treatment, regardless of age, disability, , 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.