



Secretary

Banking, Governance & Corporate

Job Purpose:

To provide comprehensive secretarial support to two partners and four solicitors within 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;
- Formatting documents and any other relevant documentation as directed;
- 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;
- 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.

Person Specification

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 – formatting, 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.

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](#).

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