



Secretary

Housing Management & Property Litigation – Birmingham

The Firm

Devonshires has been based in the City of London for more than 150 years, in addition to our office in the City, we have offices in Leeds, Birmingham and Colchester.

We are recognised in Legal 500 and Chambers UK as a medium-sized niche firm, specialising in delivering construction, litigation & dispute resolution, corporate, banking, employment, projects and property legal services to clients based throughout the United Kingdom.

Our main client base is Registered Providers and we are ranked as a leading firm for our work in social housing. Over the past few years, we have grown significantly and now have approximately 280 staff and a growing international reach.

The Team:

The team, which is one of the largest in England & Wales, consists of a total of 51 Fee Earners, including 8 Partners, 13 Solicitors, 4 Chartered Legal Executive Lawyers, 1 Professional Support Lawyer, 7 Trainee Solicitors, and 18 Paralegals with a wealth of experience in this field.

Our Housing Management and Property Litigation Department acts for over 100 Registered Providers (RPs) in England and Wales advising on all aspects of housing management and property litigation advice.

We believe that effective housing management is key to our clients' performance as social landlords and housing providers.

We also act for private organisations, land owners, developers, investors, charities, and local authorities.

Job Purpose:

Due to the ongoing expansion of our Housing Management and Property Litigation Team we are seeking to recruit a full-time Secretary to work within our Birmingham office.

Our Birmingham office currently comprises of a Salaried Partner, a Chartered Legal Executive Lawyer, two Solicitors, and a Paralegal.

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 fee earner(s);
- Prepare comprehensive travel itineraries and book transport and accommodation as required;
- General administrative support for the department e.g. filing, photocopying;
- Receiving phone calls from clients; routing them or taking messages as appropriate;
- Producing invoices and dealing with any queries that may arise once invoices are issued;
- Produce frequent summaries of account ledgers and ensure that all balances are tidied or cleared wherever possible then archiving files as appropriate;
- Manage workload capacity and provide regular updates to the Secretary Coordinator;
- Organising and maintaining tidy and accurate files both in hard copy and electronically;
- 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.

Person Specification

Essential Skills

- Prior experience in a secretarial or administrative role;
- 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.

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](#).

All recruiters must submit their candidates' CV via our HR team or using the recruitment inbox listed above. Only HR can agree terms of business with third parties, provide the appropriate privacy notice to be shared with candidates and ensure that the firm maintains its commitments to LEXCEL, ISO27001 and Equality Diversity & Inclusion.

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, 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.