



Secretary

Real Estate & Projects - London

The Firm:

Devonshires has been based in the City of London for more than 150 years. From our offices in London, Leeds, Birmingham, and Colchester we provide legal services throughout England and Wales. Our clients range from some of the world's largest multi-national corporations to private individuals. We act for a significant number of charities, housing associations and Regulators. We would describe ourselves as "full service" with specialists in Commercial/Corporate, Civil Litigation, Housing, Employment, Real Estate & Projects & Property Development. Over the past few years, we have grown significantly and now have approximately 350 employees and a growing international reach.

The Team:

The Real Estate team is at the heart of Devonshires' business. Within the Team, there are 18 dedicated partners working on a wide variety of property transactions with a broad range of clients from registered providers of social housing and care homes, through to private developers, acting on sites and developments from a handful of units to thousands, to portfolio and street property acquisitions and disposals.

Job Purpose:

To provide comprehensive secretarial support to the real estate 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.

- Additional support on a wide range of tasks as part of the secretary pool system;
- Creation of CHAPS and BACs payments
- General administrative support for the department e.g. filing, photocopying, monitoring post;
- Formatting and producing documents and any other relevant documentation as directed;
- Assisting fee-earners with the opening of new files;
- Obtaining title information and submitting SIM/priority searches at the Land Registry and registering applications online;
- Uploading of documents to DocuSign and preparing for signature, downloading and saving once signed;
- Producing engrossment documents and sending these out to the relevant people;
- Receiving phone calls from clients; routing them or taking messages as appropriate, liaising with external clients;
- Providing and setting up iManage Share portals for clients portal details;
- Producing bills and dealing with invoices and any related queries;

- Organising and maintaining tidy and accurate files both in hard copy and electronically;
- Carrying out post completion work when required;
- Audio and copy typing and document processing;
- 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.

Attributes and Skills Required:

- A minimum of 2 years' experience in a similar role
- Excellent attention to detail to produce work / documentation which is consistently of a high standard;
- A typing speed of +50wpm, together with relevant legal secretarial experience;
- 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;
- Confident in liaising with all teams across the business;
- Ability to prioritise workload to increase efficiency for the team and manage multiple tasks and projects at any given time;
- Ability to manage multiple deadlines and meet them successfully;
- 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 identity, 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.