



## Private Client Legal Secretary/Paralegal

We are currently looking for an experienced Legal Secretary/Paralegal to assist with Private Client (Wills and Probate) files. The role involves supporting and assisting fee earners on Wills and Probate files in the department in carrying out their duties and will be based in our Prenton office.

Specific duties will include audio typing, general administrative tasks, assisting fee earners in effective file management, conversing with clients and other parties to cases, effective management of time to ensure chargeable hours targets are achieved and conversion of work in progress in to profit costs.

To be considered for this excellent opportunity, you must have:

- Experience of working in a Private Client Department (Wills and Probate).
- Administrative experience and strong typing skills.
- Good working knowledge of MS Windows, Office, Excel and PowerPoint.
- Good working knowledge of legal databases.
- As you will be dealing with clients the need for excellent customer service skills will be paramount.
- The need for attention to detail and the ability to work in a fast paced department.
- Excellent communication skills, both oral and written.
- Ability to form good relationships with clients and colleagues and to work as part of an effective team.
- Good IT skills including the ability to utilise a case management system.
- Commercial attitude with ability to practice good financial management.
- Ability to work on own initiative.
- Well organised, with a clear and professional telephone manner.
- Well presented, punctual, confident, and self-motivated.
- Flexible in your working approach with the ability to multi-task and prioritise workloads.

Experience of the following additional area would be advantage:

- Commercial Property.
- Residential Conveyancing.

This role offers the opportunity to join an established and progressive law firm. You will also be offered excellent training and development and will have the opportunity to develop your career as this department grows.

Please send your CV and covering letter to [sbirchall@kirwans.co.uk](mailto:sbirchall@kirwans.co.uk).