



## **Private Client (Wills and Probate) Legal Secretary/Paralegal**

We are currently looking for an experienced Legal Secretary/Paralegal to assist with Private Client (Wills and Probate) files. We are willing consider a variety of working hours (either part time or full time) although hours must be during the core working hours of 9am to 5pm.

The role involves supporting and assisting fee earners on Wills and Probate files in the department in carrying out their duties. The role will also involve assisting other legal departments as part of a secretarial pool as and when required.

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.
- 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 and using Microsoft Office.
- 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 in any of the following additional areas would be advantage:

- Family, Residential Conveyancing, Commercial Property, Dispute Resolution, Crime/Motor law, Personal Injury.

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).