



Family Legal Secretary – Part Time

We are currently looking for a Family Legal Secretary to assist in the Family Department.

The role involves supporting and assisting fee earners in the department in carrying out their duties.

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 Family Department.
- Administrative experience and strong typing skills.
- Good working knowledge of MS Windows, Office, Excel and PowerPoint.
- Good working knowledge of legal databases.

In addition, you must be:

- 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.

This role offers the opportunity to join an established and progressive law firm.

Please send your CV and covering letter sbirchall@kirwans.co.uk.