



Legal Secretary/Paralegal

We are currently looking for an experienced Legal Secretary/Paralegal to assist with a range of departments utilising a case management system.

The role involves supporting and assisting fee earners in various department in carrying out all their duties. Specific duties included in the post are audio typing, specific file related tasks, general administrative tasks, assisting fee earners in effective file management, conversing with clients and other parties to cases and effective management of time. The suitable candidate will be assisting with progressing cases from inception to completion, liaising with clients and referrers. Duties will include telephone enquiries, daily correspondence and face to face interaction with referrers and clients.

To be considered for this excellent opportunity, the attributes required are:

- Legal Secretarial experience in a number of different areas of law.
- Experience of audio typing and legal secretarial duties.
- High levels of attention to detail.
- Good working knowledge of MS Windows, Office, Excel and PowerPoint.
- Good working knowledge of legal databases.
- Skills in preparing tracked and clean documents.
- As you will be dealing with clients and referrers the need for excellent customer service skills will be paramount.
- 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 of files and caseload.
- Ability to work on own initiative.
- Well organised, with a clear and professional telephone manner.
- Well presented, punctual, confident, and self-motivated.
- The role will also include taking initial instructions on files utilising a case management system as and when required.
- 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. You will also be offered excellent training and development and will have the opportunity to develop your career as the firm grows.

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