

Job Details

Job Title | Legal Secretary

A minimum of 2 years' experience in working in a legal practice environment (preferably a Private Client Department).

We have an opportunity for a Legal Secretary to join our Private Client Department in the Hull office. The successful applicant will support specialised Fee Earners, using a case management system. You may have to attend care home, hospital, and home visits, as and when needed, a full clean driving licence and own transport would be desirable.

Location | 45 Lowgate Hull, HU1 1EN

Hours | Full time / Monday – Friday 08.45 – 5.00 (35 Hours)

Start date | To be agreed.

Salary | Salary dependent upon experience

Please Contact -

Carole Dobson

carole.dobson@williamsons.co.uk

Neil Waterhouse

neil.waterhouse@williamsons.co.uk

The Role, Candidate & Benefits

The Role |

Supporting Fee Earners in all aspect of Private Client work types administrative and secretarial, legal documents and correspondence, consulting with clients, and managing client files. Providing clients with updates as and when needed. Responsible for assisting with correspondence and enquiries from clients, members of the public and contacts.

The Candidate |

The successful candidate will have proven secretarial skills in digital dictation, good practice, GDPR, Data Protection and confidentiality. Essential qualities, good communication with clients, external contacts, and colleagues at all levels. Excellent administrative skills and the ability to follow the department and firms' policies and procedures. Applicants must be initiative-taking, dependable and demonstrate a professional and conscientious approach to their work. The candidate must be organised able to prioritise work to a high standard and meet deadlines where necessary.

The Benefits |

- *WeCare Package & Death In Service*
- *Company Events*
- *Additional Holiday Entitlement with length of service*

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Responsibilities & Specification

Responsibilities |

- Arranging meetings for Fee Earners with clients.
- Assisting with routine legal documents, correspondence and enquiries from clients, members of the public and contacts.
- Diary maintenance
- Transcribing documents from hand-written notes and digital dictation
- Preparing bills as requested
- Maintaining paper and electronic files, keeping records, confidential and general filing systems.
- Administrative duties such as photocopying, scanning, answering telephones and taking detailed messages.
- Ensuring clients have a pleasant and positive experience.

Person Specification |

- Secretarial experience of 2 years+
- Can work within our offices
- Competent IT Skills
- Effective time-management skills
- Dedication and commitment
- Accuracy and diligence
- A professional approach to work, integrity, and a respect for confidentiality

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About Williamsons Solicitors

Williamsons Solicitors are a friendly professional firm with proven experience in all mainstream fields of law with a long history of serving the communities of Hull and East Yorkshire. Our 114-strong team comprises of expert Solicitors, Chartered Legal Executives Paralegals, and skilled support staff, working together to obtain the best outcomes for clients. Williamsons are LEXCEL accredited and have a national, as well as a local profile. Williamsons is an equal opportunities employer.

Williamsons provide a friendly supportive working environment, the successful candidate will be employed to work within a tight-knit team of experienced specialists and support staff, joining a busy department to support Fee Earners with a caseload of Private Client matters.

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