

# bower bailey

## SOLICITORS

Post: **Legal Assistant/Secretary** – Private Client  
Location: Witney  
Salary: Commensurate with experience

We have an exciting opportunity for a Legal Assistant/Secretary to join our highly regarded Private Client team in Witney.

Whilst the role is suitably challenging, no previous legal experience is necessary; although a genuine interest in Wills, Powers of Attorney, Probate, and estate administration may be an advantage.

### Key Responsibilities

- Administrative support including: file opening, document production, filing/archiving, retrieval of files, photocopying, email management, cheque requests, and dealing with post
- Drafting documents, using appropriate precedents and templates to accurately reflect fee earner instruction
- Audio-typing
- Typing standard and non-standard letters
- Attending clients over the phone and in person to respond to enquiries
- Arranging and scheduling meetings and other appointments
- Running monthly bills, diarising payments, and follow-up
- Carrying out other duties and responsibilities as required

### Knowledge, Skills, and Attributes

- Previous experience within a Legal Secretary or Legal Assistant role for a private client team desirable
- Excellent organisation capability with the ability to effectively prioritise
- Ability to work quickly, accurately, to deadlines and under pressure
- Competent with IT applications such as Word, Excel, and Outlook
- Experience on case management systems desirable
- Experience with BigHand transcription system desirable
- Strong written communication skills
- A friendly approachable personality to facilitate the link between lawyers, clients and third parties
- Good attention to detail
- Professional, personal presentation

**Application:** Please apply with covering letter and CV to: **Stephanie Merritt, HR Director.** Email: [smerritt@bowerbailey.co.uk](mailto:smerritt@bowerbailey.co.uk)