

bower bailey

SOLICITORS

Post: **Legal Secretary/Assistant** – Residential Conveyancing

Location: Witney

Salary: Commensurate with experience

We are looking for a secretary/legal assistant to join our very busy residential property team in Witney.

Key Responsibilities

- Administrative support including: file opening, document production, filing/archiving, retrieval of files, photocopying, email management, cheque requests, and dealing with post
- Audio typing standard and non-standard letters
- Producing correspondence, enclosures, forms, and documents
- Arranging the scanning and photocopying of paperwork
- Attending clients over the phone and in person to respond to enquiries
- Arranging meetings and other appointments, and liaising with estate agents and solicitors
- Gathering information and updating the case management system
- Carrying out other duties and responsibilities as required

Knowledge, Skills, and Attributes

- Previous experience within a Legal Secretary or Legal Assistant role for a property team desirable
- Excellent organisation capability with the ability to effectively prioritise
- Ability to work quickly, to deadlines and under pressure
- Competent with IT applications such as Word, Excel and Outlook, and experience on case management systems
- Excellent keyboard and word processing skills
- Possess high levels of speed and accuracy
- Have a good telephone manner and be comfortable speaking with clients on the telephone.
- Demonstrate a good understanding of client relationship management
- 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