

bower bailey

SOLICITORS

Post: **Legal Secretary** – Family/Personal Injury

Location: Summertown, Oxford

Salary: Commensurate with experience

We are looking for a **Legal Secretary** to join our team and provide dedicated support to a Partner specialising in divorce, family law and personal injury matters.

This is a varied and hands-on role where you will work closely with the Partner, clients and other professionals, providing essential support to keep matters progressing smoothly, ensuring documents and deadlines are managed effectively, and delivering a professional, friendly and efficient service throughout.

Your responsibilities will include:

- **Audiotyping** and producing **fast, accurate, professional** correspondence and documentation.
- **Providing day-to-day administrative support**, including opening, filing, archiving and retrieving files, managing emails, processing payment requests and handling post.
- **Typing and preparing correspondence**, including standard and non-standard letters and other legal documentation.
- **Preparing and managing legal documents**, including photocopying, paginating, indexing, listing documents and preparing court bundles.
- **Drafting documents** using appropriate precedents and templates, ensuring they accurately reflect fee earner instructions.
- **Managing and organising large volumes of disclosure documentation**, ensuring documents are stored securely, systematically organised and readily accessible when required.
- **Supporting clients directly**, both by telephone and in person, responding to enquiries in a professional, helpful and approachable manner.
- **Liaising with Counsel's clerks, clients and other parties**, communicating confidently and professionally by telephone and in writing.
- **Arranging and coordinating meetings and appointments**, keeping diaries and schedules organised and up to date.
- **Managing payment administration**, ensuring payments are processed accurately, key dates are diarised and outstanding matters are followed up promptly.
- **Assisting with monthly billing**, diarising payments and carrying out any necessary follow-up.
- **Supporting the smooth running of the team**, taking on additional duties and responsibilities as required and contributing wherever needed.

What we are looking for:

We are looking for someone who is **organised, proactive and detail-focused**, with the ability to manage competing priorities while maintaining a high standard of accuracy.

You will be comfortable working independently, but also enjoy being part of a busy and supportive team. Strong communication skills, a professional approach and the ability to handle confidential and sensitive information are essential.

Most importantly, we are looking for someone who takes **pride in their work**, is **willing to get involved** and **can be relied upon** to keep things moving efficiently.

Key skills and attributes:

- **Previous experience in a Legal Secretary or Legal Assistant role would be desirable** but is not essential. We welcome applications from candidates with strong transferable skills and the right attitude who are keen to develop their experience within a legal environment.
- **Excellent organisational skills**, with the ability to prioritise effectively and manage a varied workload.
- **The ability to work efficiently and accurately**, meeting deadlines and remaining calm and focused when working under pressure.
- **Excellent IT skills**, with strong proficiency in Microsoft Word, Excel and Outlook, and the ability to quickly learn and adapt to new systems.
- **Experience using case management systems** would be an advantage.
- **Experience with BigHand transcription software** would be desirable.
- **Excellent written communication skills**, with a high standard of written English and the ability to communicate clearly and professionally.
- **A friendly and approachable manner**, with the confidence to act as a key link between lawyers, clients and third parties.
- **Excellent attention to detail**, particularly when dealing with legal documents and confidential information.
- **A professional and well-presented approach**, both in person and in all communications.

Application: Please apply with covering letter and CV to: Stephanie Merritt, HR Director. Email: smerritt@bowerbailey.co.uk