

JOB DESCRIPTION

Job Title: Legal Secretary

Department: Support

Reports to: Operational Support Manager

Job Summary:

We are looking for a Legal Secretary to join our experienced legal based team in York.

This person will provide support to our fee earning community and provide a vital contribution throughout all legal teams. This role will also focus around providing a high-quality service to our clients.

This role has the benefit of working closely with our fee earning community who will share learning and support on a day to day basis.

Key tasks and accountabilities:

- Transcribe allocated work provided by our fee earning team
- Be a point of contact for our clients, advising on elements of the case and taking information for the fee earning teams
- Arrange and book in required telephone conferences with client, experts, counsel and defendants where required
- Supporting fee earners in the end of claim process
- Collation of trial documents for internal & external use
- General administrative tasks

Person Specification:

- Excellent communication skills.
- Excellent typing/transcribing abilities
- Willing to go above & beyond for their clients.
- Strong organisation skills
- Professional attitude
- The ability to work as part of a collective team