



Legal Secretary, Private Client Department
Full-time, 37.5 hours
Based at our Leamington Spa office
Salary negotiable plus benefits

Alsters Kelley Solicitors Ltd. is a legal 500 recognised firm and one of the largest legal practices in Warwickshire, with offices in Leamington Spa, Coventry, Nuneaton and Southam. Our vision is to treat all of our staff and clients with respect, to be kind, helpful and excellent in offering and maintaining the highest levels of professionalism and service.

We are experts in family and private client matters, medical negligence, personal injury and immigration. We also have a wealth of experience and expertise in civil and commercial litigation, commercial property, conveyancing, criminal law and employment law. This well-established and forward-thinking firm offers interesting, challenging and rewarding career opportunities for suitably legally qualified, managerial and administrative staff.

Your responsibilities will include providing full secretarial support within the department to ensure that the work is carried out in an expeditious manner and to meet the standards required by Lexcel.

You will need good IT skills including Word, Excel and Outlook, be highly organised with excellent communication skills, especially on the telephone, and have a polite and patient manner.

To apply, please provide a covering letter (including your salary expectations) and CV, highlighting relevant skills and experience. Please send your application to Alison Field, Human Resources Manager, Alsters Kelley Solicitors Ltd., Hamilton House, 20-22 Hamilton Terrace, Leamington Spa, Warwickshire, CV32 4LY.

Please see job description below.

NO AGENCIES PLEASE

Alsters Kelley Solicitors Ltd. is an equal opportunities employer

JOB DESCRIPTION

Job Title: Legal Secretary
Department: Private Client
Location: Leamington Spa
Reporting to: Neil Raiseborough

Job Purpose

- To provide full secretarial support within the department to ensure that the work is carried out in an expeditious manner and to meet the standards required by Lexcel.
- To work in accordance with the Firm's Manual and to act at all times in an appropriate way as an employee of a professional practice

Key Responsibilities

- To carry out typing and secretarial work within the Private Client department for the Fee Earners, typically dealing with matters relating to Wills, Powers of Attorney, Court of Protection, Tax, Trust and estate administration.
- To assist other members of staff within the department, where necessary.
- To maintain client files in accordance with file procedure.
- To liaise with Clients both on the telephone and personally.
- To attend clients at home and in the office for execution of documents, with the Fee Earners.
- To carry out duties such as filing, diary management and pre-appointment administration, typing of bills, general administration tasks, closing matters and archiving.
- To work within Lexcel provisions.
- To attend Private Client Department Support Meetings and Firm Wide Meetings, as required.
- To undertake any reasonable instructions made by Member's, Department Heads, Line Manager or Fee Earners within the limits of this Employment Description.

Knowledge and Experience

- Excellent keyboard skills with a good knowledge of Outlook, Word & TFB.
- Dynamic in approach and uses initiative when dealing with clients or potential clients.
- A positive approach to customer service.
- Ability to be a team player and flexible outlook.
- Efficiency to deal with awkward situations and difficult clients in a professional manner.
- Ability to remain discreet and maintain employee and client confidentiality at all times.