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**JOB DESCRIPTION**

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<b>JOB TITLE:</b>	<b>LEGAL SECRETARY/PA TO SENIOR DIRECTOR</b>
<b>REPORTS TO:</b>	<b>SENIOR DIRECTOR &amp; OFFICE MANAGER</b>
<b>LOCATION:</b>	<b>TOWCESTER OFFICE</b>

This is a very important role within the Firm, as the successful candidate will be working directly with the Senior Director. To be considered for the role, it is crucial that the candidate has at least 5 years of relevant experience in a senior secretarial and or personal assistant capacity in a busy Law Firm.

**DUTIES & RESPONSIBILITIES:**

1. Preparation of correspondence and documents through audiotyping and word processing
2. File management i.e. daily filing on clients' matters
3. File opening, closure, storage and retrieval from archive in accordance with the Firm's procedures
4. Preparation of mails and enclosures for dispatch, taking utmost care to attach the appropriate enclosures to the right correspondence
5. Diary management to include arranging and re-arranging meetings where necessary, setting reminders for key dates, chasing search results and other such reminders to promote excellent client care and ensure smooth running of files.
6. Liaise with clients (both face to face and on the telephone), other solicitors, lenders and other parties as instructed by the Director.
7. Provide support to other secretaries if required and requested by the Office Manager.
8. Answering incoming calls in a professional manner and directing them to the relevant people, taking detailed and useful messages
9. Undertaking general administrative duties
10. Assisting with accounts queries, postings and billing
11. Preparing, editing and formatting documents
12. Some legal research for and on behalf of the Director

13. Other such secretarial and administrative tasks as necessary and required by the Director and/or Office Manager

**PERSON SPECIFICATION:**

To be considered for this role, you must have:

- Excellent organisational skills, and ability to multitask.
- Impeccable time keeping and reliability.
- Impressive communication skills: verbal and written.
- Attention to detail, accuracy, and high-quality work.
- Ability to hit the ground running.
- Ability to work autonomously and as part of a Team – must be a team player.

If you would like to join our vibrant and friendly team, and if you believe that you meet most or all of the above criteria, please send your application to our Office Manager, Mrs. Paula Annetts at [paula.annetts@arnoldthomson.com](mailto:paula.annetts@arnoldthomson.com)