



Private Client Legal Secretary/Assistant

We have an exciting opportunity for an experienced, enthusiastic and well organised secretary to join our team. Humfrys & Symonds is one of the best-known solicitors in Herefordshire and has provided legal advice to generations of clients, serving the Herefordshire Community for more than 100 years.

Temporary to full time contract for the right candidate – 35 hours per week.

Monday to Friday 9am-5pm. 1 hour for lunch 1-2pm unpaid.

Salary is dependent on experience.

Annual leave 23 days plus bank holidays.

Nest pension.

Works to: Solicitor in our Private Client Department.

To provide comprehensive and efficient secretarial/administrative support.

Audio typing.

Drafting and preparing client files and documents.

Diary Management.

Ability to work to deadlines and prioritise workload.

Fast, accurate and professional audio typing of correspondence and attendance notes.

Making and receiving call with clients.

Discretion to ensure confidentiality of the firm's and client's documents and information.

File Management including operating an effective filing system, both manual and electronic.

Ensure clients files and record are kept up to date.

Monitor file progress/close files.

Ability to cost files and draw up billing sheets.