

## **Civil Litigation and Family Department Legal Secretary/Assistant.**

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

Full time - 35 hours per week shared between two departments.

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

**Salary:** Depending on experience

Annual leave – 23 days plus bank holidays

NEST pension scheme

Works to Solicitor in both Civil Litigation and our Family Department

To provide comprehensive and efficient secretarial and administrative support within our Civil Litigation and Family Department.

Drafting and preparation of documents

Audio typing

Secretarial duties

Preparation of Client files

Ability to work to deadlines and prioritise workload efficiently.

Diary management

Making and receiving calls with clients and professional services

Confident and professional manner with clients, organisations skills, confident communicator both on the telephone and face to face

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

Familiarisation with any new legislation or procedural changes essential to carrying out duties.

Operate effective filing systems, both manual and electronic

Ensure that client files and records are kept up to date and organised.

Ability to cost files and draw up billing sheets.

Ability to multi-task and hit the ground running.