**TRAINEE LEGAL SECRETARY – PRIVATE CLIENT**

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| **Job Title** | Trainee Legal Secretary – Private Client  |
| **Jobholder** | New post |
| **Salary Scale**  |  |
| **Working Pattern** | 9am – 5pm, Monday to Friday with one hour for lunch |
| **Reports To** | Secretarial Co-ordinator  |
| **Job Purpose** | To provide effective and proactive secretarial and administrative support to a team of private client solicitors  |
| **Management Responsibility for** | None  |

**Main Duties and Responsibilities**

* Provide a high-quality secretarial support service;
* Type legal documentation and forms including but not limited to; Trust Summaries, Wills, Powers of Attorney, and general correspondence;
* Process Anti-Money Laundering documentation;
* Collaborate within the team to complete tasks in a timely manner, prioritise work and share knowledge to increase the efficiency and effectiveness of the team;
* Assist with basic legal research;
* Answer switchboard calls and provide reception cover;
* Arrange meetings, travel and accommodation as required and manage diaries;
* Maintain accurate records and systems;
* Photocopying, scanning and general office administration;
* Undertake any other reasonable duties as they arise

**Skills, Knowledge and Experience**

* Previous experience working in an office environment would be useful although not essential as full training will be provided;
* Excellent IT skills using Microsoft Word and Outlook;
* Fast and accurate typing speeds, a high level of accuracy with attention to detail, and the ability to proof own work;
* Excellent organisational skills and the ability to prioritise own workload;
* Excellent interpersonal skills, both written and oral;
* Team player with a ‘can do’ attitude

This job description provides an overview of the key duties and responsibilities for this role and is not intended to be exhaustive

If you wish to apply for this role, please send your CV and Covering Letter, via e-mail to recruitment@murraybeith.co.uk