****

**PRIVATE CLIENT LEGAL SECRETARY / PA**

|  |  |
| --- | --- |
| **Job Title** | Legal Secretary / PA  |
| **Jobholder** |  |
| **Salary Scale**  | Competitive  |
| **Working Pattern** | 9am – 5pm, Monday to Friday with one hour for lunch |
| **Reports To** | Secretarial Co-ordinator  |
| **Job Purpose** | To provide effective and pro-active secretarial and administrative support |
| **Management Responsibility for** | None |

Murray Beith Murray is one of Scotland’s leading private client law firms. For over 170 years we have specialised in meeting the legal, financial and administrative needs of individuals and families, trusts, charities and private companies.

We now have a vacancy for an experienced Legal Secretary to provide effective secretarial and administrative support to our Private Client Group and complete ad hoc project work.

**Main Duties and Responsibilities**

* Provide a high-quality secretarial support service and exemplary client care;
* Both copy and audio typing, including a high volume of correspondence, notes of telephone calls, meeting notes etc;
* Produce and format a range of legal documents to a high standard including but not limited to Trusts, Summaries, Wills, Powers of Attorney, IHT returns and general correspondence;
* Acknowledge emails on behalf of Partners/ Fee Earners and immediately and take calls/ messages where required;
* Assist with administrative/compliance tasks such as ongoing monitoring of AML, preparing AML searches for new clients, marking clients inactive or lost and sending out terms of business;
* Communicate effectively with fee earners to keep them appraised of work status, and ensure that client meetings are well prepared for in advance;
* Assist with basic legal research;
* Produce accurate meeting minutes as required;
* Maintain accurate documents and records using our document management and manual filing system on a daily basis;
* Organise meetings, manage diaries, maintain client bibles and make travel arrangements as required;
* Photocopying, scanning and general office administration;
* Take an active role in project work across the Firm both in leading and participating;
* Undertake any other reasonable duties as they arise.

**Skills, Knowledge and Experience**

* Previous experience working as a Secretary or PA within a professional services environment is essential;
* Highly motivated and committed to delivering an excellent level of service to clients and colleagues;
* Well-developed interpersonal skills, both written and oral;
* Excellent organisational skills and the ability to plan and prioritise own workload;
* Fast and accurate typing speeds and previous experience using WinScribe is desirable;
* A high level of accuracy with attention to detail, and the ability to proof own work;
* Proactive approach to problem solving and decision making;
* Ability to work independently as well as part of a team;
* Proficient in the use of Microsoft Office applications, in particular Outlook and Word;
* Experience of Elite Webview would be advantageous but training will be provided.

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 to recruitment@murraybeith.co.uk