



## TRAINEE LEGAL SECRETARY JOB DESCRIPTION

Reports directly to: Group Office Manager & Allocated Fee Earner/s

Reports indirectly to: Partners & Managers

Job Summary: To ensure continuous and progressive self-development and to undertake any required training in order to become efficient in delivering; timely, accurate, professional and efficient secretarial assistance to Fee Earners and other secretaries. To ensure the highest level of service to clients at all times.

---

### **Main Responsibilities**

- Audio typing and word processing
- Production of accurate, timely and professionally presented documentation
- Client communication via the telephone, accurately recording messages and providing assistance where possible
- Effective diary management
- All associated administrative tasks
- Ensure efficient upkeep of all databases, records, filing systems, opening and closing of files
- Assist other departments as directed
- To ensure conducive working relationships with clients, colleagues and other associated third parties
- Ensure positive representation of the firm at all times
- To undertake training as directed
- Comply with policies and procedures as set down by the Firm
- Cover for Receptionists and Administrators may be required
- Any additional duties that may reasonably be required

### **Knowledge, Experience and Skills required**

- Previous relevant office experience
- Legal secretarial qualification (desirable)
- Typing skills of not less than 35 wpm (progressing to 60wpm)
- High standard of written and spoken English
- Microsoft Office skills (Word and Excel as required for the role)
- Ability to work effectively as part of a team as well as working on own initiative
- Ability to prioritise effectively
- Good organisational and communication skills
- Adaptability and flexibility
- Professionally presented
- A high degree of diplomacy and confidentiality in respect of clients and clients matters