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Legal Secretary – Personal Injury Team

Description

My client is a boutique law firm based in the heart of Bury town centre. Their PI team deal with a range of Clinical Negligence, Employers Liability and Public Liability injury claims. Their continued success has resulted in a requirement of a Legal Secretary to support 3 Solicitors.

Responsibilities

The successful Legal Secretary will be responsible for a range of tasks including:

- First point of contact for all clients, taking and relaying messages where necessary and dealing with enquiries where possible.
- Assisting solicitors with opening files, organising medical appointments and chasing medical reports.
- Production of bundles for hearings and ensuring all information relating to claims is accurately filed for ease of retrieval.
- Document production including letters, emails and reports
- General administration and office management for the team.
- Assisting Solicitors with ad-hoc tasks as and when required.

Qualifications

The successful Legal Secretary will have:

- Previous experience of working within the personal injury sector of the legal profession
- Fast, accurate keyboard skills and a high level of computer literacy
- Professional communication skills
- A pro-active and can-do attitude

Job Benefits

In return the firm offers a competitive basic salary, range of benefits, pleasant working conditions and an opportunity to contribute to the ongoing success of this well-established, boutique firm.

Contacts

Apply today for immediate consideration

Hiring organization

Gia Consultancy

Employment Type

Full-time, Permanent

Beginning of employment

ASAP

Duration of employment

Permanent

Industry

Legal

Job Location

Bury

Working Hours

Full Time

Base Salary

£ 20000 - £ 25000

Date posted

March 7, 2022

Valid through

31.03.2022