

<https://giaconsultancy.co.uk/job/legal-secretary-clinical-negligence/>

Legal Secretary – Clinical Negligence

Description

My client is a specialist personal injury law firm dealing with a wide range of claimant work. Due to continued success they seek an experienced Legal Secretary to work as part of their Clinical Negligence team.

Responsibilities

- Working in a pool of legal secretaries assisting a number of Fee Earners.
- Preparing correspondence and documents.
- Photocopying and scanning documents.
- Using Proclaim case management system
- Supporting other secretaries and the administration team as required.

Qualifications

- GCSE's or equivalent / typing and audio skills.
- Experience in the legal industry as an audio typist / secretary.
- Preferably will have used digital dictation & Proclaim but not essential as this will be part of the training.
- Skilled at multi-tasking and possess exceptional communication and interpersonal abilities.
- You must be detail oriented and possess great people skills.
- Reliability is crucial to deliver timely, accurate and quality work.
- Efficient – in the legal setting, there are many important deadlines to meet involving legal documentation that must be accurate and organised appropriately.
- Flexibility and Adaptability – the ability to adapt to changing conditions is key to success.
- Friendliness – possess a positive attitude and demeanour.
- Patience – working in a demanding environment can lead to many challenges. You must be able to maintain composure and navigate through problems with patience and ease.

Job Benefits

They offer a clean professional office working environment with fantastic facilities in the heart of Liverpool City Centre which has great travel links. A competitive salary including 23 days holiday allowance plus 8 bank holidays. Employee Assistant Programme. Workplace pension scheme. Free onsite Gym, weekly classes and wellbeing programmes. Discounted onsite Restaurant, Coffee Shop / Café. Secure bike storage. Discounted local parking. The opportunity to develop a rewarding and successful career with a wonderful Law 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

Liverpool

Working Hours

Full Time

Base Salary

£ 22000 - £ 24000

Date posted

January 10, 2024

Valid through

29.02.2024