

<https://giaconsultancy.co.uk/job/legal-secretary-healthcare-team/>

Legal Secretary – Healthcare Team

Description

Are you an experienced Legal or Medical Secretary looking for an opportunity with a leading law firm in Birmingham?

My client, an international law firm with offices in central Birmingham is looking for a hard-working and driven Legal Secretary to join their team.

Responsibilities

- Client relationship management
- Document production
- File opening, update, closure and archiving
- Monitoring and managing key dates
- Assisting fee earners with billing related tasks
- Reviewing and updating time allocation and disbursements
- Requesting cheques, bank transfers and paying in monies received
- Compliance and management of department policies and procedures
- Arranging and attending team meetings
- Wide ranging administrative tasks including checking documentation and court bundles.

Qualifications

- Relevant legal secretarial and administration experience
- Advanced knowledge of case management systems
- Effective communication skills, both orally and written
- Client focussed with a hands-on practical approach
- Able to take responsibility and deliver on timescales and deadlines
- Able to work confidentially whilst being highly organised and with an eye for detail.

Job Benefits

In return, my client offers a competitive basic salary and benefits package, genuine progression opportunities and after a qualifying period a hybrid working set up.

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

Manchester

Working Hours

Full Time

Base Salary

£ 22500 - £ 28500

Date posted

October 11, 2023

Valid through

11.09.2023