



GILSON GRAY

LAW • PROPERTY • FINANCE

Secretary

Private Client

(Part-time, 20 hours per week)

Secretary-Private Client

Part-time, 20 hours per week)

Overall Objective

To provide secretarial assistance to lawyers, using word processing and other technical skills in order to serve the needs of both internal and external clients, whilst demonstrating our core values.

Required Knowledge and Experience

- Previous experience of working within Private Client is preferred but not essential
- Experienced secretary with full range of secretarial skills. Excellent organisational skills with the ability to prioritise workloads and work to deadlines.
- Excellent typing skills essential.
- Professional telephone manner, with ability to engage with clients essential.
- Excellent communication skills, both written and verbal.
- A calm, helpful & professional image.
- Packages used: Full working knowledge of Word is essential. Excel, Bighand (dictation/transcription system) experience desired - training can be provided. Previous experience of using a Case Management system.

Skills Required

- The ability to:
- develop strong relationships within the team
- communicate concisely both verbally and in writing with internal and external clients
- type quickly and accurately
- plan and organise own work
- demonstrate flexibility and commitment, assisting other teams as and when necessary

Tasks

Typing

- Accurately transcribe audio dictation
- Copy type from draft documents

Document production

- Produce documents in a professional and accurate manner
- Implement house style in all document production
- Copy and bind documents as required

Quality standards

- Implement the firm's quality standards in work production
- Maintain familiarity with Letters of Engagement
- Demonstrate efficient use of styles

File and record systems

- Implement and maintain a comprehensive filing and record system
- Maintain files in an orderly way
- Close files in accordance with archiving procedures

Financial administration

- To assist fee earners at all levels with tasks delegated by the supervisor, supporting the billing process and following the firm's quality and compliance policies

Planning and Organising

- Manage the diary of lawyers for whom you are responsible
- Arrange travel and accommodation as required
- Arrange the signing and despatch of outgoing mail
- Deal with incoming calls from clients and other lawyers, taking clear written messages when lawyers are not available
- Monitor e-mail inboxes if lawyers are absent, forwarding urgent e-mails to the appropriate person
- Arrange meeting rooms for client visits, ensuring that refreshments have been ordered

Other tasks

- Assist with covering reception duties when required.

CV's should be sent to
Lesley Naylor, HR Director
lnaylor@gilsongray.co.uk



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