



GILSON GRAY

LAW • PROPERTY • FINANCE

Secretary

Corporate, Glasgow

Overall Objective

To provide secretarial assistance within our corporate department. Working alongside Solicitors and Paralegals using word processing and other technical skills in order to meet the needs of both internal and external clients, whilst demonstrating our core values.

The successful candidate will be expected to use a significant degree of self-management and initiative and is expected to work as part of a team.

This role is based within the Glasgow office.

Although primarily a role with our corporate team, there may be a need to provide occasional support to our employment team.

Required Knowledge and Experience

- Previous experience of working within a corporate department is preferred but not essential.
- You will be an experienced secretary with the full range of secretarial skills.
- You will have previous experience of using a case management system.

Skills Required

- Excellent organisational skills with the ability to prioritise workloads and work to deadlines
- Excellent typing skills
- You will have the ability to develop strong working relationships within the team as well as communicate concisely both verbally and in writing with both internal and external clients
- A professional telephone manner with the ability to engage with clients
- A calm, helpful and professional approach
- A full working knowledge of Word is essential. Knowledge of other Office software would be useful.

Tasks

- Typing for all fee earners in the team in a fast-paced environment. This will include accurately transcribing audio dictation and from draft documents.
- Produce documentation in a professional and accurate manner.
- Copy and bind documents as required.
- Implement and maintain a comprehensive filing and record system ensuring files are maintained in an orderly way.
- Diary management and meeting organisation.
- Set up new appointments.
- Dealing with incoming calls from clients and taking messages for fee earners.
- Responsibility for opening and closing of files and new client processes.
- Preparing documents for court hearings.
- Preparing instructions to counsel and making up counsels papers.
- Involvement in drafting fees.
- General photocopying and other secretarial duties.