

Job Details

Job Title | Legal Secretary

We are looking for a Legal Secretary to work in our Hull office fixed term 9 months maternity cover (with the possible extension to 12 months maternity cover).

The successful application will handle an existing case load utilising a case management system. You may, on occasion, be required to commute to our other branch offices, as well as Hull, in Bridlington and Driffield. You will also be required to travel to see clients when the need arises. As such your own transport and a full clean driving licence are essential.

Neil Waterhouse
neil.waterhouse@williamsons.co.uk

Carole Dobson
carole.dobson@williamsons.co.uk

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07

WE'RE
HIRING

Legal Secretary

Location | Hull

Department | Private Client Department

Experience | Preferably 2 years+ experience working as a Legal Secretary in a Private Client Department

Work Types | Dealing with Wills, LPAs, Deeds, Trusts and Estate Administrations

Hours | Full time Monday – Friday 9am – 5pm, part-time will be considered.

Salary | Salary dependent upon experience

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Skills Required & Benefits

Skills |

Attention to detail

Excellent communication skills, both oral and written

Good IT Skills including the ability to utilise a case management system

Good working knowledge of legal databases

Ability to form good relationships with clients and colleagues and to work as part of an effective team.

Well organised, with a clear and professional telephone manner

Well presented, punctual, confident, and self-motivated

Team Player

Benefits |

WeCare Package & Death In Service

Company Events

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About Williamsons Solicitors

Williamsons Solicitors are a friendly and approachable firm with proven experience in all mainstream fields of law and a long history of serving the communities of Hull and East Yorkshire. Our 130-strong team comprises of expert Solicitors, Chartered Legal Executives and skilled support staff, working together to obtain the best outcomes. We have a national, as well as a local profile. We are Lexcel accredited and provide training opportunities for our employees along with competitive salaries. Williamsons is an equal opportunities employer.

We offer a friendly, hard-working environment and the successful candidate will be employed to work within a tight-knit team of highly experienced specialists, joining a busy department to manage a caseload of Private Client matters.

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The Role & The Candidate

The Role |

We are looking for a Legal Secretary with strong communication skills to assist with all aspect of Private Client work types and provide administrative and secretarial support to fee earners. You will be responsible for assisting with correspondence and enquiries from clients, members of the public and contacts. You will also be responsible for assisting with legal documents and correspondence, liaising with clients, and managing client files. As well as providing clients with updates as and when needed.

The Candidate |

The successful candidate will have an excellent ability to follow good practice. Essential qualities are good communication with professional colleagues and all persons working within the firm at all levels. Good communication with clients. Good administrative skills and the ability to follow the department and firm's administrative procedures is required. Applicants must be self-motivated, reliable and demonstrate a professional and conscientious approach to their work. The candidate must also be flexible in their working approach with the ability to multi-task and prioritise.

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Responsibilities

Responsibilities |

Arranging meetings for Fee Earners with clients

Assisting with routine correspondence and enquiries from clients, members of the public and contacts

Diary maintenance

Transcribing documents from hand-written notes and digital dictation

Preparing bills as requested

Maintaining paper and electronic files, keeping records, confidential and general filing systems

Administrative duties such as photocopying, scanning, answering telephones and taking messages

Ensuring clients have a pleasant and positive experience

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Person Specification

Person Specification	Desirable	Essential
Secretarial experience of 2 years +	✓	
Can work within our Hull office		✓
Competent IT Skills		✓
Effective time-management skills		✓
Dedication and commitment		✓
Accuracy and attention to detail		✓
A professional approach to work, integrity, and a respect for confidentiality		✓

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