

LEGAL SECRETARY

| JOB IDENTIFICATION | |
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| Job Title: | Legal Secretary |
| Reports To: | Fee Earner(s) |
| Department: | Dispute Resolution |
| Location: | Isle of Man |

THE ROLE

Purpose:

To support fee earners in the provision of a confidential legal secretarial service by providing competent and efficient secretarial duties.

Principal Duties and Responsibilities:

- Screening of telephone calls for relevant fee earners and the wider department when necessary.
- Occasional direct contact with clients including, but not limited to, greeting in person, answering general queries or attending to minor problems.
- Typing various types of correspondence, as well as copy and occasional audio typing.
- Scanning correspondence if received in hard copy only, documents and bundles and saving to the relevant client file.
- Maintaining relevant fee earner diaries with meeting and Court deadlines including reminders.
- Arranging and booking client and business development meetings on behalf of relevant fee earners.
- Researching and making travel arrangements, co-ordination of itineraries for meetings on and off island and registration of conferences/seminars.

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- Preparing draft bills and fee notes for processing and sending out to clients.
 - Filing of emails, attachments (correspondence and documents) and other documentation on document management system and hard filing system on a regular basis.
 - Closing and archiving files including the preparation of archive schedules.
 - Any other secretarial related duties which may be required from time to time.

Knowledge, Skills and Experience Required:

- Must have a minimum of three years' previous secretarial experience in a professional environment.
 - Strong time management skills and ability to prioritise workloads.
 - Ability to operate as part of a team and build relationships within the business.
 - Excellent communication skills, both verbal and written.
 - Highly organised with outstanding attention to detail and high levels of accuracy.
 - Advanced user of Outlook and Word, competent user of Excel and Power-Point. Experience with InterAction and Aderant/AdEx billing systems would be advantageous.
 - A team player with a flexible attitude towards work.
 - A calm demeanour and a 'can-do' attitude.
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