

LEGAL SECRETARY

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

THE ROLE

Purpose

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

Principal Duties and Responsibilities

- Screening telephone calls and monitoring emails for fee earners
- Occasional direct contact with clients including, but not limited to, greeting in person, answering general queries or attending to minor problems.
- Maintaining fee earner diaries and scheduling meetings and appointments
- 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.
- Preparing draft bills and fee notes for processing and sending out to clients.
- Liaising with the E-Billing Team
- Monitoring and chasing AR
- Opening new client files and matters on database system, including all administration related

thereto, adhering to current and updated compliance procedures

- All filing of emails, attachments and other documentation on document management system and hard file system as required
- Collect internal and external mail throughout the day and pass relevant correspondence to fee earners
- Closing files
- Support to Notaries including Apostille applications
- Supporting multiple fee earners with administrative duties such as processing business expenses and ad hoc time recording
- Preparation of couriers and special deliveries
- Ad hoc reception support
- Any other secretarial duties which may be required from time to time

Knowledge, Skills and Experience Required

- Legal secretarial experience preferred
 - Outstanding attention to detail and high levels of accuracy
 - Ability to operate as part of a team and build relationships within the business
 - Excellent interpersonal and communication skills
 - High degree of professionalism, integrity and confidentiality
 - Excellent time management and organisation skills
 - Ability to work under pressure and to tight deadlines
 - A calm demeanour and 'can-do' attitude
 - Advanced user of Outlook and Word, competent user of Excel and Power-Point. Experience with InterAction and Aderant/AdEx billing systems would be advantageous
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