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Legal Receptionist - Law Firm - Glengormley

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Company: Vanrath

Location: Newtownabbey

Category: other-general

Job Description VANRATH are delighted to be partnering with one of the best Law firms in NI. The firm has a fantastic reputation and places immense value on their staff, and VANRATH are delighted to be helping them recruit a Legal Receptionist on a Permanent basis. The role will be performed at the firm's Offices based in Newtownabbey / Glengormley - Monday - Friday - Permanent (Flexibility can be offered). Successful Candidate will work within Conveyancing. Salary Fully Negotiable - highly competitive rate of pay for the role which is negotiable based on experience plus benefits + Free Parking (Flexible Schedule & On-site parking available) Responsibilities Diary management Assisting with file preparation and court documents General administration Meeting and greeting clients Dealing with telephone calls and assisting clients Summarising legal information Post completions Audio Typing / transcribing The Ideal Person Essential - at least 1 years' experience in a Legal Secretary position Desired - Conveyancing experience Extras: Strong organisational skills, ability to prioritise work Ability to work on own initiative as well as part of a team. Proficiency in IT Strong communication skills and be able to take direction.

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