

Legal Receptionist - Law Firm

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Company: Vanrath

Location: Newtownabbey

Category: office-and-administrative-support

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 the firms 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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