

Legal Secretarial Assistant

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Company: Progressis

Location: United Kingdom

Category: other-general

A close knit, reputable law firm based in Walsall are seeking a Legal Secretarial Assistant on a full time, permanent basis. If you have previous legal secretarial experience, specifically within the childcare sector, as well as a collaborative approach to work, this may be the role for you!

The successful candidate will enjoy a varied range of tasks, you will predominantly be providing first class support to the company clients. You will be involved in legal aid applications, diary management, time recording, email correspondence and liaising with all external bodies. You will have secretarial experience and a good working knowledge of child and family law procedures, as well as a passion for providing an excellent service to clients, If this sounds like you, please apply online today! If you have any queries about the role contact Amie on 0121_633_4443. Please contact your consultant directly if you are already registered with Katie Bard. Katie Bard is an Equal Opportunities Employer. Katie Bard will be managing your application in accordance with the GDPR and Data Protection Act 2018.

Please refer to our privacy notice which will explain how we as an organisation will manage your data on our website. If your application is successful, we will contact you and manage your personal data in accordance with the guidelines of GDPR. If your application has been unsuccessful, we will delete your application within 6 weeks and all record of your data.

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