

Legal Secretary - Glengormley - Part Time & Flexible Available

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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 Secretary on a Permanent basis. The role will be performed the firms Offices based in Newtownabbey - Monday - Friday - Permanent (Flexibility can be offered). Part time is available.. E.g 4 days per week or reduced hours on a five day week 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 informationPost completions Audio Typing / transcribingThe Ideal Person Essential - at least 1 years' experience in a Legal Secretary position Desired - Conveyancing experience Extras:Strong organisational skills, ability to prioritise workAbility to work on own initiative as well as part of a team. Proficiency in ITStrong communication skills and be able to take direction.

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