

## 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 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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