

## Legal Secretary

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Company: Anthony Knight Recruitment

Location: Hertford

Category: other-general

**\*\*PartTime Legal SecretaryPropertyLitigation\*\***

Are you a dynamic and motivated individual looking for a rewarding parttime role in a thriving legal environment? We are currently seeking a PartTime Legal Secretary to join our clients PropertyLitigation team and provide crucial support to their solicitors. This is a unique opportunity to become an integral part of the team.

**\*\*About the Role:\*\***

In this role, you will be working closely with the solicitors to ensure the smooth operation of the property litigation department. This role is working parttime, covering 2 days per week: 1 day in office and 1 day working from home. This position is not a full-time commitment, providing an ideal opportunity for those seeking a flexible work arrangement.

**\*\*Key Responsibilities:\*\***

Assist secretaries in day-to-day administrative tasks

Maintain and organise case files

Provide excellent customer service to clients

Handle incoming calls and correspondence

Support in creating and editing legal documents

**\*\*Benefits:\*\***

**\*\*Salary:\*\*** 12000 (based on 2 days per week)

**\*\*Noncontractual ProfitShare Bonus:\*\***

**\*\*Parking\*\***

**\*\*Wellness ActivityContribution:\*\*** 500 (after 6 months)

**\*\*Healthcare:\*\*** BUPAhealthcare (after 6 months)

**\*\*Cycle to WorkScheme:\*\***

**\*\*Requirements:\*\***

Previous Legal secretary experience within property is required

Strong organisational and multitasking skills

Excellent communication skills

Ability to work independently and as part of a team

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