

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 fulltime 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 casefiles 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 Activity Contribution: 500 (after 6 months) Healthcare: BUPA healthcare (after 6 months) Cycle to Work Scheme

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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