

Legal Secretary

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Company: Eclectic Recruitment

Location: Paddock Wood

Category: legal

A fantastic opportunity has come up for an experienced legal secretary to join our top legal client in Paddock Wood on a permanent basis. This position will be full time in the office, Monday to Friday.

Key duties to include:

- * Providing the legal team with diary keeping assistance.
- * Maintaining the internal case management system.
- * Completing document filing and generalised admin tasks.
- * Liaising with key clients via email, telephone and in-person.
- * Completing audiotyping and document transcription.

The successful candidate will have:

- * Previous experience as a legal secretary/administrator is essential.
- * Accurate and fast typing speed.

* Strong spelling and grammar.

* Exercised experienced with Microsoft Office systems.

* Personable and a team player.

If this looks like your next challenge, please contact Jade ASAP quoting reference JM547.

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Cross References and Citations:

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