

## Legal Secretary (Private Client)

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Company: Additional Resources

Location: Gravesend

Category: other-general

### The Role

As a **Legal Secretary** in a private client department you will provide secretarial support to a designated fee earner.

#### Responsibilities:

Manage diaries, appointments, and client liaisons efficiently.

Handle audio transcription and telephone queries professionally.

Assist in typing correspondence and legal documents.

Prepare legal forms as required, covering various private client matters.

#### Requirements:

Previously worked as a Legal Secretary or in a similar role.

Experience in private client matters within a legal setting.

Excellent client manner and technical competence.

Experience in preparing estate accounts, typing wills, LPAs, codicils, probate, and IHT forms would be beneficial.

Familiarity with digital dictation, BigHand, Oyez Forms, Excel and Partner 4 Windows would be beneficial.

## Benefits:

20 days bank holidays

Company pension

Bonus scheme

Company events

Employee discount

Private medical insurance

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