

United Kingdom Jobs Expertini®

Legal Secretary (Private Client)

Apply Now

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 earnerResponsibilities: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 pensionBonus scheme Company events Employee discount Private medical insurance

Apply Now

Cross References and Citations:

1. [Legal Secretary \(Private Client\) Christmasjobs Jobs Gravesend Christmasjobs ↗](#)
2. [Legal Secretary \(Private Client\) Jobsmyanmar Jobs Gravesend Jobsmyanmar ↗](#)
3. [Legal Secretary \(Private Client\) Free-job-alerts Jobs Gravesend Free-job-alerts ↗](#)
4. [Legal Secretary \(Private Client\) Canadajobsearch Jobs Gravesend Canadajobsearch ↗](#)

5. Legal Secretary (Private Client) Abudhabijobsearch Jobs Gravesend Abudhabijobsearch ↗
6. Legal Secretary (Private Client) FlightattendantjobsJobs Gravesend Flightattendantjobs↗
7. Legal Secretary (Private Client) Spainjobs Jobs Gravesend Spainjobs ↗
8. Legal Secretary (Private Client) KualalumpurjobsJobs Gravesend Kualalumpurjobs↗
9. Legal Secretary (Private Client) TechgiantcareersJobs Gravesend Techgiantcareers↗
10. Legal Secretary (Private Client)Torontojobs Jobs Gravesend Torontojobs ↗
11. Legal Secretary (Private Client)Topfishjobs Jobs Gravesend Topfishjobs ↗
12. Legal Secretary (Private Client)Searchamericanjobs Jobs Gravesend Searchamericanjobs ↗
13. Legal Secretary (Private Client)DhakajobsJobs Gravesend Dhakajobs↗
14. Legal Secretary (Private Client)Restaurantjobsnearme Jobs Gravesend Restaurantjobsnearme ↗
15. Legal Secretary (Private Client)Searcheruropeanjobs Jobs Gravesend Searcheruropeanjobs ↗
16. Legal Secretary (Private Client)TollywoodjobsJobs Gravesend Tollywoodjobs↗
17. Legal Secretary (Private Client)HollywoodjobsJobs Gravesend Hollywoodjobs↗
18. Legal Secretary (Private Client)Newzealandjobs Jobs Gravesend Newzealandjobs ↗
19. Legal secretary (private client) Jobs Gravesend ↗
20. AMP Version of Legal secretary (private client) ↗
21. Legal secretary (private client) Gravesend Jobs ↗
22. Legal secretary (private client) Jobs Gravesend ↗
23. Legal secretary (private client) Job Search ↗
24. Legal secretary (private client) Search ↗
25. Legal secretary (private client) Find Jobs ↗

Source:<https://uk.expertini.com/jobs/job/legal-secretary-private-client--gravesend-additional-resources-797-379811/>