

## Private Client Legal Secretary

[Apply Now](#)

Company: QED

Location: Croydon

Category: other-general

**I am currently working with a well-established law firm based in Croydon who is looking for a skilled Private Client Legal Secretary to join their esteemed team. This is a full-time, permanent position, based in their office. They are looking for someone with current experience in a law firm setting, capable of providing essential support to the Private Client department.**

As a Legal Secretary, you will provide vital support to the Senior Partner in the Private Client department.

Key responsibilities include:

Managing diaries efficiently.

Handling audio transcription accurately.

Communicating effectively with clients.

Organizing and managing client files.

My client is looking for someone with a minimum of 3 years experience working as a legal secretary and possess a strong understanding of Wills, Probate matters and Powers of Attorney.

In return you will receive a competitive salary, career progression and a range of other benefits.

[Apply Now](#)

## **Cross References and Citations:**

- 1. Private Client Legal Secretary Orthopedicjobs Jobs Croydon Orthopedicjobs ↗**
- 2. Private Client Legal Secretary Javascriptjobs Jobs Croydon Javascriptjobs ↗**
- 3. Private Client Legal Secretary Searchcanadajobs Jobs Croydon Searchcanadajobs ↗**
- 4. Private Client Legal Secretary Findfreelancerjobs Jobs Croydon Findfreelancerjobs ↗**
- 5. Private Client Legal Secretary Pathologistsjobs Jobs Croydon Pathologistsjobs ↗**
- 6. Private Client Legal Secretary Fitnessjobs Jobs Croydon Fitnessjobs ↗**
- 7. Private Client Legal Secretary Realestatejobsnearme Jobs Croydon Realestatejobsnearme ↗**
- 8. Private Client Legal Secretary Romejobs Jobs Croydon Romejobs ↗**
- 9. Private Client Legal Secretary Presidentjobs Jobs Croydon Presidentjobs ↗**
- 10. Private Client Legal Secretary Findurgentjobs Jobs Croydon Findurgentjobs ↗**
- 11. Private Client Legal Secretary losjobs Jobs Croydon losjobs ↗**
- 12. Private Client Legal Secretary Unitedkingdomjobs Jobs Croydon Unitedkingdomjobs ↗**
- 13. Private Client Legal Secretary Thejobsearch Jobs Croydon Thejobsearch ↗**
- 14. Private Client Legal Secretary Dentistjobs Jobs Croydon Dentistjobs ↗**
- 15. Private Client Legal Secretary Servicemanagementjobs Jobs Croydon Servicemanagementjobs ↗**
- 16. Private Client Legal Secretary Socialworkjobs Jobs Croydon Socialworkjobs ↗**
- 17. Private Client Legal Secretary Europajobscentral Jobs Croydon Europajobscentral ↗**
- 18. Private Client Legal Secretary Zoologyjobs Jobs Croydon Zoologyjobs ↗**
- 19. Private client legal secretary Jobs Croydon ↗**
- 20. AMP Version of Private client legal secretary ↗**
- 21. Private client legal secretary Croydon Jobs ↗**
- 22. Private client legal secretary Jobs Croydon ↗**
- 23. Private client legal secretary Job Search ↗**

24. **Private client legal secretary Search** ↗

25. **Private client legal secretary Find Jobs** ↗

Source: <https://uk.expertini.com/jobs/job/private-client-legal-secretary-croydon-qed-a4be1bb927/>

Generated on: 2024-05-05 by Expertini.Com