

## Trainee Legal Secretary

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Company: Acorn by Synergie

Location: Dorset

Category: legal

Trainee Legal Secretary

Job Title: Trainee Legal Secretary - (Part-Time Possible)

Salary: Up to £21,000 per annum plus Healthcare, Pension, and Insurance Benefits

Location: Central/Southern Dorset (Offices across Dorset)

Our Award-Winning, Legal 500 client is seeking a committed Trainee Legal Assistant to empower their Private Client department. They have a real passion for the proactive development and support of their staff and pride themselves on being a truly ethical employer. Your hard work and loyalty will be rewarded through forms of an impressive benefits package; with staff discounts and free parking all to add to the offer.

Opportunities around flexible working are open to discussion where possible, to help the right candidate to work in a way that best suits their needs, i.e.; caring demands, etc.

Ultimately, a successful candidate should be a reliable and devoted person, looking for an opportunity to take their first steps in Law, to get stuck in, learn and grow, with a company who are dedicated to supporting you along your career journey with them.

### Essential Experience/Skills Required:

Previous experience in another Office based role (Legal or Non-Legal as full training will be provided)

IT Proficiency/Computer Literate

Excellent Communication Skills

### Desirable Experience Required:

Be able to demonstrate good organisational skills and time management.

Previous experience working in a Secretarial capacity.

Experience in drafting documents and legal research

### Responsibilities Include:

Communicating with clients face to face and on the telephone (You will need good telephone manner and inter-personal skills)

Keeping the files on the Case Management System up to date

Assisting the Fee Earners in an administrative capacity

Dealing with files and ensuring they are well ordered and comply with firm and departmental procedures.

If you feel your experience can fulfil this role and you are interested in working for a fantastic company, then please apply with a recent copy of your CV or send it directly to

Office Environment, Trainee Secretary, Private Client, Trainee Legal Assistant, Administrative, Trainee Legal Secretary

Acorn by Synergie acts as an employment agency for permanent recruitment

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