

DEBENHAMS OTTAWAY

SOLICITORS

Job Specification

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| Position: | Secretary |
| Job type: | Full time or Part time considered (ideally a minimum of 5 hours per day) |
| Reports to: | Team Leader |
| Department: | Property |
| Salary: | Competitive salary range |
| Location: | St Albans |

Company overview

Debenhams Ottaway is an award winning, LEXCEL accredited, leading law firm based in Hertfordshire and the preeminent legal firm in St Albans.

Known for its warm and friendly culture, this relationship-driven, people-centric firm is committed to growth achieved through doing more for clients, its people and the communities it serves.

What we seek

Our Property team are looking to recruit a secretary to provide secretarial and administrative assistance to a minimum of two Fee Earners.

What will you do

Key responsibilities include:

- Opening and closing client files in accordance with standard procedures including performing online money laundering checks
- Answer the telephone or meet clients who call into the office without an appointment on behalf of the Lawyers, answering queries and taking messages where appropriate and making appropriate file notes
- Liaison with clients as instructed
- Maintain Lawyers' diaries and make appointments
- Organise internal and external meetings including meeting room bookings and if appropriate organising refreshments
- Manage outgoing post and emails as required
- Maintaining internal and client files to ensure they are up-to-date at all times
- Undertake typing duties for Lawyers
- Collate work received from the outsourcing company including arranging necessary enclosures so that it is ready to send out
- Liaison with the Accounts Department as appropriate to ensure timely and accurate accounts administration, including receiving cheques, entering on file and passing to accounts
- Input onto Peppermint client and potential client contact details
- Undertake administrative duties such as photocopying
- Administration associated with the archiving of files
- Create and maintain a tidy and well organised office environment
- Ensure any faults with the department's IT, printing, photocopying and fax machines are reported appropriately
- Work as part of a team, assisting with secretarial and telephone cover as required
- Act on instructions from Lawyers to perform tasks in connection with client/administrative matters
- Meeting with clients to accept instructions, documents and ID

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Personal Skills and attributes:

- Secretarial experience in a Law firm is preferred
- Property experience or knowledge is desirable
- A good understanding of the context in which the work is being done
- Fast and accurate keyboard skills – 50 wpm minimum
- Good grasp of grammar and spelling
- Good written and verbal communication skills
- Computer Literacy in relevant software packages
- Organisation skills including the ability to prioritise work
- Initiative
- Ability to follow instructions given
- Ability to cope with pressure and maintain a calm manner at all times
- Good time keeping
- Smart and professional appearance
- Attention to detail

