

## **Job Description**

**Title:** Team Support Secretary

**Reports to:** Secretarial Team Manager

### **Role**

The prime role of the Team Support Secretary is to provide secretarial support to all disciplines within the firm and to aid each team in operating at optimum efficiency across all offices. The Team Support secretary is expected to use a high degree of self-management and initiative and to produce work of a high specification.

### **Main Responsibilities**

- Typing documents, letters, attendance notes, file notes & bills, via Bighand digital dictation
- To open and produce files in accordance with the teams' requirements, enter all contacts on SOS, enter ID requirements, scan in ID requirements as agreed with relevant team
- Use of SOS to check/amend client data held on the accounting system
- Use of Microsoft Office, Case Management, Oyez forms and other software applications, including use of auto text and document templates.
- Ad hoc reception duties
- To prepare bundles for Court to assist teams' when necessary
- To work closely with Business Support Team
- To undertake any specific training when required to do so and overall to have a responsibility towards self-development.
- To ensure the confidentiality of all the firm's and clients' documentation and information.
- To travel to other offices depending on business need

### **Required qualifications, skills and experience**

- Trained in secretarial practice.
- Fast and accurate word-processing and audio-typing skills.
- To proofread documents produced to ensure a high level of accuracy before returning to the relevant fee earner/team
- To maintain firm policy with regards to templates used
- Preferably previous experience as a legal secretary or experience of working in an alternative professional office.
- Excellent communication (written & verbal) and inter-personal skills, with the ability to establish and maintain a professional working rapport with internal clients and other members of the Firm.
- Ability to prioritise and manage a large workload effectively and efficiently to meet the demands of the firm.
- Willingness to learn, to continue to develop knowledge and skills and progress within the Firm
- Willing and helpful team working approach
- To be flexible in working approach