

Receptionist/Legal Secretary Part-Time

Holmes & Hills are a large regional law firm, which has grown significantly in recent years and who are continuing to grow. We currently have over 100 employees spread over our five offices across Essex and Suffolk.

The Firm's team of solicitors and legal professionals have earned a reputation for offering a wide range of specialist legal services to individuals, businesses and local authorities across the South East and East Anglia.

Holmes & Hills has several departments specialising in a wide range of private client and commercial work. The firm prides itself on providing expert legal services whilst keeping control of costs. For more information on who we are please see our website www.holmes-hills.co.uk

THE ROLE:

Your role is to be the face of the Firm which means you need to deliver a high-quality client service ensuring the client is always put first. In this role you will also need to be able to carry out secretarial work and provide direct support to the fee earning team.

This role is based in our Sudbury office and is two days a week.

THE DAY TO DAY:

Your day to day work will include but will not be limited to:

- Meeting and greeting clients.
- Offering hospitality to clients i.e. tea/coffee.
- Booking meeting rooms.
- Checking client areas are maintained to the highest standard.
- Reconfiguring and preparing meeting rooms.
- Opening daily post and logging cash/cheques.
- To assist the wider secretarial population with typing as and when capacity allows.
- Photocopying and verifying ID documents for clients and ensuring the documents are distributed to the relevant fee earner/secretary.
- Distribution of internal post to other offices.
- Typing documents, letters, attendance notes, file notes & bills, via Bigband digital dictation.
- Use of Precedent for Windows 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.
- To administer filing which will include daily filing and the opening, closing, storage and retrieval of client files in accordance with the detailed procedures contained in the Office Manual.
- Prepare mail and enclosures for despatch.
- Diary management for the Fee Earners.
- To make appointments, arrange meetings and to maintain an up-to-date diary for Fee Earner.



WHAT EXPERIENCE DO I NEED?

This role will suit an experienced Secretary who enjoys contact with clients and wants the opportunity to be the face of the Firm.

WHAT SKILLS SHOULD I HAVE?

- Good communication skills
- Good client service skills.
- Self-motivated
- Attention to detail
- Fast word-processing and audio-typing skills

WHAT ARE WE OFFERING?

A competitive salary with a supportive, relaxed and flexible work environment.