

Team Support Secretary

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:

In this role you will provide secretarial support to all five offices and teams across the Firm, predominantly within the Residential team. In this role you will have the opportunity to learn about the various services the Firm offers and have a unique perspective on the Firm and who we are. This means you should be adaptable; enjoy a challenge as you will be required to move from one team to another from time to time; and you should be a team player, as this role will involve being a team member in all teams.

THE DAY TO DAY:

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

- Supporting the Fee Earners and Secretaries across the Firm. Please note this will mean working in all five office (Braintree, Coggeshall, Halstead, Sudbury and Tiptree).
- Typing documents, letters, attendance notes, file notes & bills, via Bighand digital dictation.
- Using Precedent for Windows to check/amend client data held on the accounting system.
- Using Microsoft Office, Case Management, Oyez forms and other software applications, including use of auto text and document templates.
- Dealing with residential property enquiries, including issuing conveyancing quotations.
- 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.
- Preparing the mail and enclosures for despatch.
- Making appointments, arranging meetings and maintaining an up-to-date diary for the Fee Earner you are covering.
- Ensuring case files are managed in accordance with the requirements of the office manual and using your initiative to ensure fee earner matters are kept in order.
- Simple drafting of letters.
- Attending clients both in person and on the telephone and providing support in a professional and friendly manner in keeping with the Firm's standards for client care.
- Ensuring the confidentiality of all the Firm's and clients' documentation and information.
- Assisting clients with updates and enquiries on their matters in the absence of the Fee Earner.



WHAT EXPERIENCE DO I NEED?

This role will suit an experienced Legal Secretary preferably someone who has worked in a conveyancing department previously. You should be comfortable with all Microsoft Office applications and if you have experience using SOS this is a plus.

WHAT SKILLS SHOULD I HAVE?

- Good communication skills
- Self-motivated
- Team Player
- 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.

WHO WILL I BE WORKING WITH?

You will be working with all of the departments across the Firm including Residential, Commercial Property and Corporate, Employment, Family, Litigation, Personal Injury and Clinical Negligence, Planning, and Private Client.