**PA to Employers’ Liability Partner**

|  |  |
| --- | --- |
| Department | EL |
| Reporting to | Head of Department |
| Job description updated | October 2024  |

**About Us**

Established in 2000, Express Solicitors is an award-winning law firm that deals with personal injury and clinical negligence claims. Based in Manchester, we serve clients nationwide and are currently ranked 70 out of more than 10,000 law firms. We have a 5-star rating on Trustpilot from over 6,000 reviews, which coming from our clients means a lot to us. We are proud of the work we do helping injured people, and this is the core of our business.

**Role**

Our established Employers’ Liability team are currently looking for a Personal Assistant to support a Principal Partner within the well established department .

The ideal candidate must have legal secretarial experience within personal injury. Excellent knowledge of Microsoft Office packages, and a strong command of English spelling, punctuation and grammar are both essential. An audio typing speed of 65+ wpm is a distinct advantage. The PA is expected to be pro-active and to use a high degree of self-management and initiative.

**Responsibilities**

* To prepare correspondence and documents through audiotyping and word processing.
* To administer daily digital filing and the opening, closing, storage and retrieval of client files.
* To prepare correspondence and enclosures for despatch if required.
* To make appointments, arrange meetings and to manage the fee earner diaries
* To provide support to other secretaries and the administration team as required.
* To attend clients both in person and on the telephone and to provide such support in a professional and friendly manner in keeping with the firm’s standards for client care.
* To undertake any specific training as and when required.
* To ensure the confidentiality of all clients’ documentation and information.
* Help us live our service promise and deliver excellent levels of client care.

**Person specification**

* Demonstrable legal secretarial experience
* IT literate
* Strong comprehension of English spelling, punctuation and grammar
* Acute attention to detail
* Excellent word processing and audio typing skills
* Exceptional customer service skills, including professional and friendly telephone manner.
* Experience of working in a Personal Injury law firm, or civil litigation firm is advantageous
* Previous experience of working in a fast paced environment
* Prior exposure to Proclaim case management system is desirable
* Audio typing speed of 65+ words per minute
* Previous experience of working with court forms and creating pleadings
* Use of digital dictation, ideally Big Hand would be beneficial

**Salary, Hours & Benefits**

* Salary is £25,000 to £30,000, dependent on experience
* Our standard working hours are 8:30am to 5:30pm Monday-Thursday and 8:30am to 5pm Friday.
* 3/2 hybrid working pattern after probation.
* 23 days holiday a year, rising to 26 days, plus public/bank holidays.
* Extra day’s holiday for your birthday after 2 years’ service
* 3 holiday buy backs per year after 1 year of service
* Private medical insurance after 2 years’ service.
* Enhanced Maternity leave payment if you have over 1 year’s tenure, further enhanced at over 4 years’ service.
* Death in service
* 24/7 onsite Gym access
* Netball/Football team, 10km Manchester team and more
* Active social committee with generous departmental and firm-wide social budget.
* Active training culture and various groups and events such as Diversity and Inclusion.
* Other benefits including Employee Assistance Programme, free fruit & annual (optional) flu jab.

**Recruitment Process**

To apply, send a CV to recruitment@expresssolicitors.co.uk or visit our careers page on [www.expresssolicitors.co.uk/careers](http://www.expresssolicitors.co.uk/careers)

Interviews will be conducted by MS Teams and will include scenario-based questioning.

Our employees are our most important asset, we rate skill and ability above all else and our recruitment policy encourages applications from all.

By applying for this vacancy, you are giving us consent for to process your data in line with our Privacy Policy, full details of which can be found on our company website [Privacy notice for website users | Express Solicitors](https://www.expresssolicitors.co.uk/privacy-policy)