**Legal Secretary**

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| Department | Secretarial |
| 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 6,500 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**

You will be working in a pool of Legal Secretaries assisting a number of Fee Earners. The job is varied with not just typing and file management, but preparing bundles, taking and making calls to clients, arranging meetings & conferences. We are heading towards being a paperless office but there still will be some filing.

**Responsibilities**

* Working in a pool of legal secretaries assisting a number of Fee Earners.
* You will be working in one stream of work either Road Traffic Accidents, Employers’ Liability, Occupiers & Public Liability or Clinical Negligence.
* Preparing correspondence and documents including pleadings and court bundles.
* Photocopying and scanning documents (with assistance from Administration team if needed).
* Inbound and outbound calls to clients and others in a professional and friendly manner.
* Make appointments, arrange meetings and liaise with Lawyers, clients, Counsel and others.
* Supporting other secretaries and the administration team as required.
* Helping to update the Proclaim case management system where possible.

**Person Specification**

* Demonstrable Legal Secretary experience is essential.
* Strong comprehension of English spelling, punctuation, and grammar.
* IT literate
* Exceptional customer service skills, including professional and friendly telephone manner.
* Acute attention to detail
* Ability to prioritise daily workload and experience of working in a fast-paced environment.
* Prior exposure to Proclaim case management system is desirable.
* Excellent word processing and audio typing skills
* Audio typing speed of 65+ words per minute
* Use of digital dictation, ideally Big Hand would be beneficial.

**Salary, Hours & Benefits**

* Salary is £25,000 to £27,000, 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](mailto: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.

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)