

Legal Secretary Wills and Probate Department – Blackpool

Full Time/Permanent Position

Are you looking for a new position in Blackpool?

Barker Booth & Eastwood can offer you a supportive and close-knit office environment, where you will work alongside the firm's Wills and Probate department, at their office in Blackpool.

The successful applicant will require:

- 3 GCSE passes (C+) including English
- Accurate typing proficiency with speed up to 50-80 wpm
- Legal secretarial experience is preferable, but not essential
- Good English writing skills, including sound spelling capability
- IT and keyboard skills
- Good communication skills, particularly with taking messages and dealing with client enquiries.

Your key duties will include, but will not be limited to:

- Work as part of a team
- Preparing correspondence and documents through digital dictation.
- Filing activities, which will include daily filing and the opening, closing and retrieval of client files.
- Preparing letters and enclosures for dispatch.
- Making appointments, arranging meetings and maintaining an up to date diary.
- Providing support to other fee earners and secretaries as required.
- Attending to clients both in person and on the telephone, in a professional and friendly manner, in keeping with the firm's standards for client care.
- Undertaking any specific training when required to do so and overall to have a responsibility towards self-development.
- Ensuring the confidentiality of all the firm's and client's documentation and information.
- Reception Duties
- Post Duties

The hours are Monday - Friday 9am - 5pm.

You will benefit from:

- A competitive salary
- Company pension scheme
- Christmas closure
- Discounted legal services and client introduction scheme
- Bi-annual companywide social functions
- Onsite Parking

To progress with your application, please submit your CV to info@bbelow.co.uk