

# Job Specification

## Commercial Legal Secretary

<b>Job title:</b>	Commercial Legal Secretary
<b>Reporting to:</b>	Karen Edwards
<b>Hours per week:</b>	Full Time, Permanent
<b>Location:</b>	Wimborne

Frettens is looking for a Commercial Legal Secretary to join their busy Corporate and Commercial team based in Wimborne.

### Core values - what we look for in all Frettens staff:

Someone who:

- Is IT literate and confident in learning new processes
- Is consistently friendly and approachable
- Doesn't use jargon with clients
- Co-operates with colleagues from all teams
- Enjoys working as part of a team, helping and supporting others
- Has the ability to work calmly, even under pressure
- Takes personal pride in their work and responsibility for issues
- Maintains appropriate client contact

### Essential qualities

We welcome applications from people with the following essential skills, attributes and experience:

- Minimum GCSE qualifications
- Excellent organisational and communication skills
- Digital / Audio dictation experience
- Fast accurate typing
- Ability to convey information accurately and articulately, both verbally and in writing
- Focuses on detail, needs to be methodical, organised, systematic
- Detail focussed, methodical, systematic and organised
- Able to prioritise workload and deal with interruptions
- Ability to self-motivate and structure own workload, making best use of resources and time
- Returns client calls and maintains appropriate level of client contact
- Excellent customer service

### Desirable talents

The following abilities would also be desirable:

- Previous experience in corporate commercial background
- Case Management System experience
- Ability to adapt and respond to changes

### Salary and Benefits

Salary is negotiable dependent on your experience. Frettens offer a wide range of benefits to our staff - See Working at Frettens – Benefits.