

Legal Secretary Job Specification

Job title:	Commercial Legal Secretary
Reporting to:	Head of Department
Hours per week:	Full Time 36.25 hours per week, Permanent
Location:	Christchurch

Frettens is looking for a Legal Secretary to assist their Commercial teams across the Firm. This would be a varied role supporting the Company Commercial, Employment and Insolvency departments.

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:

- Previous experience working within a legal environment
- Minimum GCSE qualifications
- Excellent organisational skills
- Digital dictation experience with fast accurate typing
- The ability to convey information accurately and articulately, both verbally and in writing
- Effective communication at all levels
- Detail focused, methodical, organised and systematic
- Able to prioritise workload and deal with interruptions
- Returns client calls and maintains appropriate client contact
- Uses initiative
- Excellent customer service

Desirable talents

The following abilities would also be desirable:

- Case Management System experience
- Ability to adapt and respond to changes
- Ability to structure own workload, making the best use of resources and time

Salary and Benefits

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

Legal Secretary – Tasks and Responsibilities

Main purposes of role

To provide administrative and support services to the Fee Earners within the Commercial Teams (including any Trainees/Locums as required).

Main Tasks and Responsibilities (not an exhaustive list)

- Acting as the first point of contact for the department with people from inside and outside the firm.
- Screening telephone calls, enquiries and requests, and handling them when appropriate
- Monitoring voicemails and taking any telephone messages in the Fee Earners' absence
- Organising and maintaining diaries and making appointments.
- Dealing with Free Consultation enquiries, collecting information and arranging appointments
- Dealing with correspondence and writing letters on behalf of the Fee Earners.
- Organising and prepping Fee Earners for any meetings and providing refreshments where required.
- Dealing with incoming emails, faxes and post, and recording these on Visual Files.
- Producing any documents, reports, correspondence etc as required, dictated or otherwise
- Producing invoices and reporting billed figures to the Fee Earners
- Ensuring client files are kept up to date, filing all documentation etc
- Assistance / cover for other secretaries, as required
- Occasional support on miscellaneous projects or for other senior staff if time permits
- Any other reasonable requests made by other members of the Firm to undertake duties from time to time which may not appear in this job description.

Working at Frettens – Benefits

At Frettens Solicitors, we endeavour to invest in our employees and offer a place to work which is supportive, fulfilling and enjoyable.

Facilities

- The firm invests substantially in IT and offers systems and training which sets us apart from our competition
- All staff use the latest available versions of Microsoft Windows and Office
- All staff have the choice between two screen monitors or a wide screen monitor
- Phone headsets are available to those who prefer them
- Fitted kitchens where tea, coffee and squash are free and boiling water and chilled, filtered water is available on tap
- Fruit is freely available in each kitchen
- We have an interactive company intranet which all staff are encouraged to utilise.

Medical

- Private healthcare policy available to all staff
- Health cash plan available to all staff, enabling refunds on bills for optical, dental, chiropody, chiropractic, physio etc.
- Life insurance for all staff paying out four times your annual salary
- Annual paid sick allowance.

Work life balance

Approximately 40% of our staff work non-standard hours – we understand that it is important for employees to have flexibility in their working hours and the ability to fit their work and personal lives together.

- Flexitime is available to the majority of staff from their very first day (exceptions are in areas like reception where alternative flexibility is available). The flexitime works by bringing forward or back your start time on the same day, as long as the core hours of the day are covered and is pre-agreed to ensure teams are not left short staffed.
- Soft start time – start up to 15 minutes late and finish accordingly late on the same day – available any day and not pre-agreed (to account for traffic/delays etc.)
- Starting annual leave of 20 days / 25 days / 30 days dependant on role (pro-rata for part time staff)
- Long service annual leave entitlement increases (after 5 years, an extra day per year, after 12 years an additional two days per year, additional bonus week holiday for working 10 years)
- Additional annual leave day for your birthday, when your birthday falls on a weekday

Social and communication

- Monthly firmwide meeting to communicate news
- Monthly prizes for referrals to other teams
- Quarterly prizes for the most referrals
- Quarterly special recognition award and prize, nominated by colleagues
- Annual staff Christmas party, where meal and drinks are paid for by the firm
- Annual staff and family BBQ where food and drinks are paid for by the firm
- Monthly drinks allowance for get together after work
- Ad hoc social events such as bowling, quizzes etc. which are often subsidised by the firm.

Additional benefits

- Free or subsidised parking available to all
- Enhanced maternity pay for qualifying staff
- Christmas bonus for support staff
- Performance related bonus for qualifying staff
- Recruitment incentive of £2,500 or £500
- Support for professional training – including some funding and time off for study where applicable
- Mobile phones for qualifying staff
- Discounted legal fees