

**LEGAL SECRETARY** . We are currently recruiting for a Legal Secretary to join our busy team in Bradford on Avon.

Salary and hours to be negotiated depending on experience.

#### Key Responsibilities

- Audio-typing
- Administrative support including: file opening, document production, filing/archiving, retrieval of files, photocopying, email management, cheque requests, and dealing with post
- Typing standard and non-standard letters
- Attending clients over the phone and in person to respond to enquiries
- Previous experience within a Legal Secretary or Legal Assistant role for a conveyancing team desirable
- Excellent organisation capability with the ability to effectively prioritise
- Ability to work quickly, accurately, to deadlines and under pressure
- A friendly approachable personality to facilitate the link between lawyers, clients and third parties
- Good attention to detail

For more information please contact [hr@mccloylegal.com](mailto:hr@mccloylegal.com)