Title: Legal Secretary

Location: Leeds

Salary: £25,000-£30,000 per annum

We are seeking an experienced Legal Secretary to provide administrative support to our legal team. The successful candidate will be responsible for managing the day-to-day administrative tasks of the department and ensuring that our solicitors have the support they need to provide high-quality legal services to our clients.

Responsibilities:

* Provide administrative support to solicitors, including typing, filing, and photocopying
* Manage schedules and appointments for solicitors
* Draft and review legal documents and correspondence
* Liaise with clients and other legal professionals
* Manage incoming and outgoing mail and emails
* Maintain accurate and up-to-date records of all client matters
* Perform other administrative tasks, as needed

Requirements:

* Previous experience as a Legal Secretary in a law firm or legal department
* Strong knowledge of legal terminology and procedures
* Excellent typing and transcription skills
* Strong written and verbal communication skills
* Ability to work independently and as part of a team
* Strong organizational and time-management skills
* Proficiency in Microsoft Office and legal software

If you meet the above requirements and are looking for a challenging and rewarding opportunity, we encourage you to apply. We offer a competitive salary, comprehensive benefits package, and opportunities for professional growth and development.

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