

Full-Time Legal Secretary and or Paralegal to Managing Partner (Maternity Cover with a view to a permanent position)

Required in this firm's busy Family Department

Location: Carter Bells LLP Solicitors, Kings' Stone House, 12 High Street, Kingston upon Thames, Surrey KT1 1HD

Our firm: We are an established firm of Solicitors in Kingston upon Thames, having five Partners and over twenty support staff including Solicitors. The firm is organised into four divisions, Litigation and Family, Private Client, Residential Conveyancing and Commercial. Carter Bells holds ISO 9001:2015 accreditation with Lawnet (a quality standard similar to Lexcel).

The team: The family team consists of two Solicitors (three from September) presently supported by three secretaries.

The role: The suitable applicant will have legal secretarial and/or paralegal experience and will be expected to support that team. Support is also required in other areas in the firm depending on requirements.

The tasks undertaken and the skills required for this position are as follows:

- Good keyboard skills
- Ability to use Word for document production using audio digital dictation, approximate typing speed expected 65 wpm
- Manage emails and electronic diary through Outlook
- Ability to use the firm's Case Management system and store all documents/correspondence relating to a matter in that Case Management system
- Good communication skills to liaise with clients and also others with whom we are in contact during the course of a matter
- Populating forms that are required in each department using the Oyez system
- Undertaking all electronic filing on a daily basis to ensure that files are kept up to date
- Prioritising workload
- Following firm's procedures including Accounts procedures that are adopted by the firm
- Able to organise their work and tasks efficiently to ensure maximum output and accuracy.
- Assisting the Managing Partner with sensitive matters requiring confidentiality.
- Covering reception when required.

Family experience essential. Any applications from paralegal candidates must have the secretarial skills referred to above.

The hours of work are 37.5 per week generally between 9.00 am and 5.30 pm with one hour for lunch.

Salary dependent on experience.

Applications: in writing with current CV to [emily.sanders@carterbells.co.uk](mailto:emily.sanders@carterbells.co.uk) or by post to Elaine Guy