



Available vacancy: Legal Secretary - Credit Solutions Litigation Team

Term: Full – Time

We are:

A leading law firm in Bromley, on the South London/Kent border. Established in 1889, we've come a long way and today we are a modern, progressive firm in a state of continual growth.

With teams specialising in the major areas of law we have a loyal client base which is ever growing.

We understand the importance of our people; the practice has been accredited by Investors in People since 2005, which is recognised across the world as a mark of excellence in 'putting people first'. The practice also ranks as a Legal 500 firm, is listed in the reputable Chambers Guides, is Lexcel accredited and a member of the Law Society's Conveyancing Quality Scheme and Wills & Inheritance Quality Scheme. To top all of that, we have also received accreditation for our staff engagement levels with a place in the Best Companies 'Ones to Watch' list.

You are:

A highly organised Legal Secretary with substantial experience of working in a secretarial role within a litigation department.

You understand the importance of attention to detail and are well and truly committed to delivering a great service. You enjoy working in a busy team and have the ability to work under pressure and to deadlines. You're naturally organised and can prioritise effectively. You understand the importance of client care and enjoy liaising with clients. You also have a very confident telephone manner and enjoy being busy.

You have:

- ILEX Level 3 Diploma for Legal Secretaries (desirable)
- Previous experience of using electronic case management systems (desirable)
- Audio and copy typing - minimum speed of 70+ wpm
- IT literate and confident in IT use, including intermediate/advanced level knowledge of Microsoft Word and good working knowledge of all other Microsoft Office applications.

Skills and Abilities

- Excellent organisational and prioritisation skills
- Must be methodical and accurate
- Ability to work under pressure and to deadlines
- Ability to work without close supervision
- Ability to work effectively as part of a team
- Good communication skills both verbally and in writing
- Ability to think ahead and use initiative
- Ability to communicate courteously in a clear and concise manner with both clients and colleagues
- A polite, friendly and confident telephone manner
- Excellent time management skills
- Conscientious and common sense approach to work
- High levels of accuracy and good attention to detail

You will:

Work in our friendly, open-plan office and be responsible for supporting a Partner/Credit Solutions Litigation Team Manager. You will have enough confidence in your work to 'hit the ground running' and make a difference from day one.

If your application is unsuccessful we may keep your personal data on file for up to 12 months. We recommend that you read our Job Applicant Privacy Policy which you can find on our website.

Judge & Priestley is committed to equality of opportunity and welcomes applications from all sections of the community.

We will offer an automatic interview to candidates who meet the minimum requirements for the role and have a disability under the Equality Act 2010. Please call our HR department on 0208 290 0333 if you believe that this applies to you.

Please note that upon acceptance of an offer of employment all successful applicants are required to undergo a Basic Disclosure for unspent convictions.

Please email CV to recruitment@judge-priestley.co.uk to apply or for further information.