

Full-Time Commercial Property Legal Secretary/Assistant or Paralegal to Partner required in this firm's busy Commercial Property 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 thirty 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 commercial property team consists of two solicitors, one secretary and a paralegal and is part of the larger property team, which consists of seven solicitors, three secretaries and two paralegals.

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

The tasks undertaken and the skills required 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 FormEvo 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 Commercial Property Partner with sensitive matters requiring confidentiality.
- Covering reception when required.
- Paralegal candidates must have secretarial skills referred to above.

Some property experience and experience in applying for conveyancing searches and filing applications with the Land Registry preferred.

Please note, however, in relation to paralegal applications, there are no vacancies to support paralegals seeking to qualify as solicitors via the paralegal/work experience route.

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 elaine.guy@carterbells.co.uk

or by post to Elaine Guy, Managing Partner, Carter Bells LLP Solicitors, Kings' Stone House,
12 High Street, Kingston upon Thames, Surrey KT1 1HD