

Full-Time Legal Assistant to Head of Department required in this firm's busy Private Client Department

Location: Carter Bells LLP Solicitors, Kings' Stone House, 12 High Street, Kingston upon Thames 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 private client team consists of four solicitors and a consultant solicitor presently supported by three secretaries. The suitable applicant will have legal secretarial experience and administrative experience and will be expected to support that team. Occasionally support is required in other areas in the firm depending on requirements, including reception.

The tasks undertaken and skills required are as follows:

- Ability to use Word for document production using audio digital dictation, approximate typing speed expected 65wpm
- Managing emails and diary through Outlook
- Ability to store all documents/correspondence relating to a matter in the Case Management system
- Good communication skills to liaise with clients and others
- Populating forms using Oyez
- Undertaking filing on a daily basis
- Prioritising workload
- Following Accounts procedures that are adopted by the firm
- Organising their work and tasks efficiently to ensure maximum output and accuracy
- Covering reception when required.

Private Client experience essential.

The hours of work are negotiable 4/5 days per week, 9 am to 5.30 pm, with one hour for lunch.

Salary dependent on experience.

Applications in writing with current CV to Julie.Rowe@carterbells.co.uk or by post to Mrs Julie Rowe, Carter Bells LLP, Kings' Stone House, 12 High Street, Kingston upon Thames KT1 1HD