



Replies by: 17 July 2020

Job Title:

Family Law legal secretary

Contract type:

Permanent

Hours:

Full time

Requirements and details of the role:

We are seeking to appoint a legal secretary to join our Family Law Team. The successful candidate will be providing secretarial and administrative support to the Head of the Family Team. The caseload consists of matters relating to divorce, children (non-care work), domestic abuse, cohabitation disputes, and complex financial and property matters.

The role will involve:

- Preparation of work via digital dictation system (Bighand).
- Document preparation/production.
- Use of the firm's case management system, including both paper and electronic file opening and closing (Mattersphere).
- Liaison and communication with clients and other parties, both by telephone and email.
- Diary organisation/administration i.e. client appointments, Court hearings, etc.

The ideal candidate will:

- Have legal secretarial experience in the area of Family Law.
- Be comfortable dealing with enquiries received from clients and other parties, and making enquiries of clients and other parties, both by telephone and email.
- Be able to work to deadlines and be capable of working on their own initiative and as part of the Team.
- Have experience of Microsoft packages (Word and Outlook).
- Preferably have experience of legal case management systems and digital dictation systems.

Salary & Benefits:

- Salary is dependent upon experience.
- 23 days annual holiday entitlement plus bank holidays.
- Benefits (following successful completion of trial period) include: contributory pension scheme, non-contributory death in service scheme, discretionary performance related annual bonus, loyalty holiday scheme, ability to purchase additional holidays, enhanced sickness pay.

How to apply:

If you are interested in this role, please send your CV to our practice manager Louise Nolan: lnolan@bromleys.co.uk.