

Legal Secretary Job Specification

Job title:	Legal Secretary
Reporting to:	Head of Department
Hours per week:	Full Time 36.25 hours per week, Permanent

Frettens is looking for a Legal Secretary to join our busy Dispute Resolution team in Christchurch. The successful applicant will be working with experienced members of the team who are based in Christchurch. Dispute Resolution Team deal with a wide variety of commercial and civil disputes.

Core values - what we look for in all Frettens staff:

Someone who:

- Is IT literate and confident in learning new processes
- Is consistently friendly and approachable
- Doesn't use jargon with clients
- Co-operates with colleagues from all teams
- Enjoys working as part of a team, helping and supporting others
- Has the ability to work calmly, even under pressure
- Takes personal pride in their work and responsibility for issues
- Maintains appropriate client contact

Essential qualities

We welcome applications from people with the following essential skills, attributes and experience:

- Minimum GCSE qualifications
- Excellent organisational skills
- Fast accurate typing
- Ability to convey information accurately and articulately, both verbally and in writing
- Can communicate effectively at all levels
- Focuses on detail, needs to be methodical, organised and systematic
- Able to prioritise workload and deal with interruptions
- Returns client calls and maintains client contact appropriately
- Uses initiative
- Excellent customer service

Desirable talents

The following abilities would also be desirable:

- Ability to adapt and respond to changes
- Ability to structure own workload, making the best use of resources and time
- Case Management System experience
- Digital dictation experience

Salary and Benefits

Salary is negotiable dependent on experience. Frettens offer a wide range of benefits to our staff - See Working at Frettens – Benefits.