

## Carreg Law - Vacancy - Legal Secretary - May 2024

### Job description

<b>Job title</b>	Legal Secretary
<b>Pay</b>	National Minimum Wage/National Living Wage
<b>Location</b>	Llandeilo and Llandovery offices
<b>Contract type</b>	Permanent
<b>Hours and schedule</b>	0900-1700 (8 hours a day, including 30 minute paid lunch) 4-5 days a week (negotiable), Monday-Friday
<b>Employee benefits</b>	Annual leave - 22 days plus bank holidays (if full-time, 40 hours per week) Pension - Statutory Sickness leave - Statutory Health insurance - Bupa Select Complete
<b>Closing date</b>	End of Monday 27 May 2024
<b>Interviews</b>	Interviews will take place shortly after the closing date. As part of the interview process, candidates will undertake a transcript assessment.

<b>About Carreg Law</b>	<p>Carreg Law is a law firm that has office locations in both Llandeilo and Llandovery.</p> <p>We offer a professional legal service to a number of client types and in a number of geographical locations.</p>
<b>Purpose</b>	<p>We at Carreg Law are looking for a Legal Secretary.</p> <p>The role involves supporting the firm's fee earners with administrative duties including typing, processing post and digital filing in our paperless office. A good attention to detail, accuracy and the ability to work at pace are needed.</p> <p>The successful candidate will work in the reception area of our office(s). They will be the first contact for most of our visitors and will also be the first to answer the phone. A warm, friendly and energetic manner is essential, as is a suitably well-presented appearance.</p> <p>We work as a supportive team at Carreg Law, so you'll have the backup of everyone at those busy moments when you're being pulled in three directions at once. Delivering a professional service is important to us and so is an unpretentious, supportive, positive and friendly office culture!</p>
<b>Main duties &amp; responsibilities</b>	<ul style="list-style-type: none"> <li>● Greet and welcome clients as and when they arrive at the office.</li> <li>● Direct visitors to the appropriate person and conference room.</li> <li>● Answer, screen and forward incoming phone calls.</li> <li>● Provide basic and accurate information in-person and via phone/email.</li> <li>● Receive, sort and distribute daily mail/deliveries.</li> <li>● Update calendars and schedule meetings.</li> <li>● Keep updated records of office expenses and costs.</li> <li>● Perform other clerical receptionist duties such as filing, photocopying, transcribing and printing.</li> <li>● Managing diaries.</li> <li>● Marketing of services.</li> <li>● Attending meetings and minute taking.</li> </ul>

## Person specification

Competency type	Competency	Essential or desirable
<b>Technical (qualifications and training)</b>	Typewriting qualifications, or typewriting experience within a similar role for 2 years or more.	Essential
	Good IT literacy and skills	Essential
	The ability to communicate in Welsh (verbally and in writing).	Desirable
<b>Experience</b>	Effective relationship/customer service management.	Essential
	Employment within a legal services setting.	Desirable
	Transcription.	Essential
<b>Personal</b>	Person comfortable with front of house duties.	Essential
	Comfortable making informed decisions independently.	Essential
	Ability to effectively work as part of a team, as well as on own initiative.	Essential
	Effectively manage time.	Essential
	Proved diligence.	Essential
	The ability to travel between both office sites.	Essential
	Demonstrate high-level of responsibility and autonomy.	Essential
	Understanding of Confidentiality and GDPR policy.	Essential
	Highly organised, planning skills and ability to meet agreed targets.	Essential
	Capability and capacity to adapt to changing environments and work-flow.	Essential
	Good values and acts with integrity.	Essential

## How to apply

Please apply by either:

- Emailing your CV and a cover email to [recruitment@carreglaw.co.uk](mailto:recruitment@carreglaw.co.uk)

or

- Using the application process on the Indeed website. The vacancy can be viewed at: <https://uk.indeed.com/job/legal-secretary-1e8fea1e829a35a0>