



## Legal Secretary (Litigation)

- Ross-On-Wye
- Permanent, Full Time
- £ Salary Dependent upon Experience

Aspire Recruitment Services continue to develop relationships with only the most reputable law firms across South Wales and the West of England. Our newest client is a leading law firm with offices in Monmouth, Coleford, Cinderford and Ross-on-Wye, servicing the bordering communities in Monmouthshire, the Wye Valley, the Forest of Dean, and beyond.

As a long-established, regional Law Firm, my client provides a range of services to business and private customers. This includes a comprehensive service in respect to dispute resolutions.

An excellent opportunity has arisen for an experienced Legal Secretary to join their highly regarded Dispute Resolutions Team. The team handles a busy caseload including civil disputes and contentious probate, working together seamlessly to deliver a client-focused and efficient service.

### Responsibilities:

- Provision of secretarial and administrative support to the Dispute Resolutions Team
- Digital dictation and copy typing of correspondence and legal documents
- Dealing with client inquiries
- Opening and setting up new files, and carrying out the relevant document checks
- Liaising with clients and keeping them updated
- Diary management
- Use of a case management system
- Use of MS Office (Word, Excel and Outlook)

### Skills, Experience & Qualifications:

- Experience of working as a Legal Secretary within any specialism, though ideally experienced within litigation, dispute resolution and / or contentious cases
- Digital dictation and auto transcription skills
- Strong ICT skills and the ability to utilise a case management system
- The ability to work on their own initiative.
- The ability to prioritise and work to strict deadlines in a fast-paced environment.
- The ability to work collaboratively with colleagues and third party organisations
- Be adaptable and have the flexibility to work in different offices if necessary.

Aspire Recruitment Services Ltd are acting as an Employment Agency in respect to this vacancy.

### Key Words

“Legal Secretary” or “Legal Assistant” or “Secretary” or “Paralegal” or “Legal Administrator” or “Litigation Secretary” or “CILEX” or Digital Dictation” or “Audio Typing.”