



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.”