

Vacancy

Float /PA

We are looking to appoint a Float/PA. The role will be to act as a float within our growing business. We are looking to appoint a qualified senior secretary with a broad range of skills. The role will involve working with a number of senior leads within the firm and reporting directly to the head of resources.

Previous experience of working in a law firm in a legal secretarial capacity is mandatory. Knowledge and experience of working in Property, Family, Litigation, Company and Commercial and Employment is required.

For further details of the role please contact Louise Moyles of our HR department in confidence by emailing lmoyles@bishopandsewell.co.uk

Job Specification

The successful candidate will be expected to be able to work independently and in a legal assistant/legal secretarial capacity.

In addition, the role will involve support to the heads of multiple teams and will require the successful candidate to work flexibly being based with a number of teams as our business need requires.

This is potentially a senior role and requires a high level of flexibility and team working on a day to day basis. The role also offers variety and exposure to high level work.

Key Skills:

The successful candidate will be able to demonstrate experience of the following:

- Management of own workflow and multiple accounts in the support of others
- Diary management including fee earner, and other diaries where appropriate
- Management support - admin on specific projects – as required
- An appreciation of the benefit of the nature of whole firm support

Specific skills

- Audio typing – 70 WPM
- Financial statements
- Land registry documents and applications
- Litigation drafting – witness statements – trial bundles
- Company documents – appropriate management of very large word documents including track changes and editing
- Use of document management system (OMS)
- Experience and awareness of how meaningful short-term support can be provided within teams (time and expectation management, diary management, turn-around times) – independent and pro-active working