



LEGAL SECRETARY



ABOUT THE ROLE

This position demands absolute discretion and confidentiality. The person must have knowledge of the Conveyancing legal field, be able to use their own initiative, handle multiple priorities, be self-motivated and have excellent typing skills. They must also be proficient in the use of e-mail, Microsoft Word, and have worked with a residential property case management system

KEY RESPONSIBILITIES

1. Full secretarial support to a Conveyancer. This includes: -
 - File handling
 - Document production/form filling
 - Typing, including Legal Reports
 - Handling all phone calls and mail
 - Inputting data onto case management system correctly and accurately.
2. General secretarial and support duties for other members of the Legal department.
3. Ensure familiarity with Redrow Group's Health, Safety and Environmental policies and comply with employee responsibilities.
4. At all times comply with company policies, procedures and instructions.
5. Implement new ideas and methods and continue to seek ways of both improving contribution to the organisation's goals and enhancing the reputation of the company.
6. General secretarial duties for the Conveyancing Secretarial team and other support for the Department as required.
7. Other administrative duties as reasonably required by the Department Head.



THE PERSON

What kind of person are we looking for?

- Team orientated, enthusiastic, willing to learn and develop
- Flexible approach to dealing with issues and challenges
- Good level of interpersonal skills
- Proficient in the use of IT systems
- Self-motivated and able to plan and organise effectively to meet tight timescales
- Resilient in the face of challenging situations and deadlines
- Manages time effectively to ensure that deadlines are met
- Be able to work with discretion and confidentially

These are illustrative duties and the job holder will be expected to become involved in a range of work to enable the department to respond effectively to the requirements of the Company.