

Job Details – Williamsons Craig LLP

Position: Legal Secretary

Location: Hexham Northumberland

Salary: £18,000.00 - £20,000.00 per annum

Type: Full time

Job Description

An opportunity has arisen for a legal secretary to join our busy legal practice in Northumberland. We advise a wide range of clients (and generations) at various stages in their professional and personal lives.

We are encouraging applications with previous experience of working in a legal practice to support Partners with an ever-expanding case load.

The role:

- Secretarial support to Partners and fee earners on a wide range of conveyancing / commercial / private client matters.
- File administration (including file opening, archiving) requesting searches, post completion / land registry registrations and SDLT returns.
- Typing, bill preparation and invoicing.
- Productions of letters, e-mails and documentation along with photocopying and scanning.
- Answering client calls and e-mails.
- Diary management.

How to Apply

If you would like to apply for this role please forward your CV and covering letter to 40 Priestpople Hexham NE46 1PQ or forbes@williamsonscraig.co.uk.

If emailing your application please include all information in the body of your email as we will not open any attachments.