



## **Job Specification**

**Job Title: Legal Secretary / Paralegal – Private Client Department**

### **A law firm with a modern twist**

This is an exciting opportunity for an individual looking to work in a secretarial/administrative capacity within the Private Client team working primarily at our Much Wenlock office (there may be a need for an occasional visit to the Head Office, Junction 6 M54 Telford TF3 5HL).

Fodens Solicitors Limited is a service focused company. We believe that the quality of service to our clients starts with our employees.

We are looking for those who want to develop individually, who want to be part of our family and ethos and who want to help the company to develop and evolve – somebody who wants to make a difference! Our ethos is to create an interesting, vibrant and engaging place for people to work, along with a friendly fun and social aspect as well – to be a fountain and not a drain!

We believe in giving people the opportunity to progress and evidence of this can be seen in our current employees from director level to our newest apprentice. We would love to be part of your progression.

**You will likely be:**

- A team player
- Wanting to pursue a career in law or looking to step back from a fee earning role and like to take more of an administrative role
- Familiar to Private Client or legal work as a secretary (although non legal background may be considered depending on expertise)

**You will certainly be:**

- Flexible in your methods and thinking
- Have a desire to deliver a high level of service to clients and to support the Lawyers in the team to achieve a high level of service
- Able to use your own initiative
- Organised and structured in your work
- Be able to support clients and communicate well (often with clients whom may be bereaved, elderly, vulnerable or have additional needs if lacking capacity or there are communication difficulties and being sensitive to those needs)

**You won't be:**

- Closed and defensive
- Be afraid to try new ways of working and working as part of a team

**Keys tasks and responsibilities**

- Acting as administrative support to the fee earners within the Private Client team
- Picking up dictation as well as thinking yourself for the work ahead that needs to be actioned
- Preparation of correspondence and documents for clients, engrossing of documents such as Wills and Lasting Powers of Attorney
- Greeting clients and taking calls (calls can be for the wider firm not just for the Private Client team)
- Using case management systems to ensure accuracy of document production and productivity/uniformity
- Making sure post and documents are shared internally upon arrival of mail/e-mails

- Helping co-ordinate diaries and departmental structure week on week
- To deal with incoming communications efficiently and be able to communicate well with clients
- To participate in the business of the company in such a manner so as to develop your own knowledge and skills
- To contribute to the development of the business, office systems and the organisation of your department

**Please contact Sophie Price on 01952 726111 or [sprice@fodens.co.uk](mailto:sprice@fodens.co.uk) to find out more.**