
We are recruiting: private client legal secretary at Julie West Solicitors

We are looking for a legal secretary/legal assistant to join our busy private client department. The role will be to assist two solicitors and a trainee/newly qualified solicitor.

About Julie West Solicitors

We are a growing law firm in the Mole Valley district of Surrey, and we provide exceptional legal services primarily to individuals and small businesses, locally, nationally and internationally. We specialise in the areas of property and private client advice.

Our aim is to be the pre-eminent small law firm in Mole Valley. We will achieve this through investment in people, training and resources to enable us to deliver an excellent legal service tailored to meet our clients' individual needs.

Our core values:

- We want to give our clients a superb service and experience
- We enjoy what we do and we are good at what we do
- We can achieve more collectively than we can individually
- We value diversity, enterprise and innovation
- Financial stability and increasing revenue are paramount if we are to enjoy success

The role:

Salary: £24,000 - £28,000 depending on experience.
Location: Leatherhead, Surrey. Our office is set in 14 acres of parkland adjacent to Leatherhead Leisure Centre and Leatherhead town centre. Free on-site parking.
Hours: Full-time Monday to Friday (37.5 hours per week), but would consider 30 hours per week and/or non-standard office hours.
Start date: ASAP.

The ideal candidate:

This role requires an individual with a positive and friendly attitude, attention to detail and good IT skills. Able to inspire confidence and to project a positive image for the firm. Must be discreet, honest, reliable and trustworthy, able to maintain high standards of work and conduct.

Desirable skills and/or experience:

- Fast, accurate typing ideally using digital audio systems.
- Flawless attention to detail.
- 3 years experience in wills, trusts, lasting powers of attorney, probate and estate administration, tax planning (inheritance tax and capital gains tax) and working with elderly or vulnerable clients.
- CILEX Legal Secretarial Diploma.



Day to day requirements of the role:

- Supervised drafting (wills, lasting powers of attorney, estate accounts, inheritance tax returns, court applications, asset closure and transfer forms)
- Secretarial support including producing correspondence and attendance notes, preparing invoices, electronic filing, maintaining document registers, processing post, scanning and photocopying, dictation
- Monitor progress of matters and follow up by phone and email where necessary
- Answer phone, log calls, transfers, take messages, take payments
- File opening and closing including AML and source of funds procedures
- Make appointments/maintain diary, meet/greet clients

How to apply

Send your CV and cover letter to our systems administrator Richard West (hello@juliewestsolicitors.co.uk).

For any further information, please email hello@juliewestsolicitors.co.uk or telephone Richard on 01372 383273.
