

JOB DESCRIPTION

JOB TITLE:	Legal Secretary / Receptionist
NAME:	XXXX
OBJECTIVE:	To provide secretarial and clerical support to fee earners in the practice.
RESPONSIBLE TO:	Partners

KEY TASKS

1. Audio word processing
2. Reception duties
3. Liaising with clients when necessary in the office and by telephone
4. Liaising with others by telephone
5. Relief reception duties
6. Maintain (central) diaries and make appointments when required
7. Deeds and will maintenance
8. File archiving and strong room maintenance
9. Sorting and delivering outgoing mail
10. Updating legal reference materials
11. Filing and other clerical duties
12. Photocopying as required
13. Consumables ordering
14. Payment in to and requisition of cheques and cash from Partners
15. Arranging janitorial services
16. Maintenance of office petty cash and banking
17. Contribute to maintaining a safe and healthy working environment
18. Contribute to maintaining and improving office procedures
19. Any other duties which from time to time are required by the firm

JOB SKILLS REQUIREMENT

	ESSENTIAL	DESIRABLE
SKILLS	Strong inter personal skills. Word processing. Literate and numerate.	
KNOWLEDGE	Confidentiality requirements.	The firm's word processor software.
EXPERIENCE	Experience as a legal secretary.	Experience as a receptionist.