

Wilmots is a friendly and highly regarded firm of Solicitors seeking an efficient and capable Legal Secretary to join our Private Client Department. We are looking for someone that can provide excellent support within our firm. General experience within a legal firm is therefore preferable.

**Duties will be varied and include:**

- Typing and amending legal documentation
- Transcription of digital dictation
- Diary management
- Liaising with clients, solicitors and other professionals via telephone and email
- File management
- General administration support

**The successful applicant will:**

- Have impeccable secretarial skills, including fast, accurate audio typing
- Be highly organised and able to cope under pressure
- Be able to communicate confidently and effectively with clients as well as a wide range of other people over the telephone and in person
- Be willing to learn and take on a measured increase in responsibility and autonomy
- Be dynamic and highly motivated
- Be able to prepare legal documents
- Deliver excellent service to clients and colleagues
- Ensure a high level of confidentiality.

**Benefits:**

- Wonderful location in the heart of the Cotswolds
- Open to full and part time applicants
- Car Parking Permit
- Generous holiday entitlement plus Christmas shutdown & bank holidays
- Competitive salary - employee pension Scheme
- Friendly, collaborative team
- Regular social activities and support for charity and local events
- Not forgetting the chocolate biscuits!

Part time or full time considered. Full time would be 9:00 to 17:30 (37.5 hours/week), with one-hour unpaid lunch break. Salary £20,000 - £24,000, dependent upon experience. Part time would be pro-rated dependent on hours.

Please apply with a **covering letter and CV** to our Practice Manager, Una Mills ([una.mills@wilmots.co.uk](mailto:una.mills@wilmots.co.uk))