



FULL-TIME LEGAL SECRETARY

Hours of Work: Monday to Friday, 9.00am – 5.30pm, with 1 hour for lunch
Location: Leamington Spa

We are looking to recruit a full-time Legal Secretary to work within the Family Department at our Leamington office.

Hours of work will be 9.00am to 5.30pm with one hour for lunch.

The role will include providing secretarial support to the fee earners within the Family Department who deal with privately funded work, managing diaries and emails, preparing case files for court hearings and maintaining effective administrative systems. Knowledge of family work would be an advantage.

If you are interested in applying for this position, please email sushila.jones@alsterskelley.com with a covering letter and CV or download and submit our application form.

No Agencies