



Current Vacancies

22.02.2010

We are looking to recruit for the following vacancies:

Sole Practitioners required

We are currently looking to take on sole practitioners and fee earners with a following, particularly in niche practice areas who are interested in fee sharing and remote/home working with office support.

Solicitor or Legal Executive - Private Client

Location: Nuneaton

We are looking to recruit an experienced full-time fee earner to take on existing case load of mainly wills, probate and court of protection matters.

Legal Secretary - Private Client

Location: Coventry

We are looking to recruit a part time or full time Legal Secretary to provide full secretarial support to fee earners within the department.

MAIN DUTIES AND RESPONSIBILITIES

- Typing letters and documents for fee earner
- Maintenance of files
- Organising swearing of oaths
- Liaising with clients both on the telephone and personally
- Attending clients at home and in office for execution of documents, with the Fee Earner
- Diary management
- Opening and closing of matters
- Typing of bills
- General administration tasks
- Undertake any reasonable instructions made by partners, Department Heads or Fee Earners within the limits of this job description



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SKILLS AND EXPERIENCE

Ability to type competently and accurately - minimum speed 55 wpm

Use of audio equipment and/or shorthand

Archiving files

Good organizational skills

Good telephone manner

- Personal and interpersonal skills
- Ability to work on own initiative
- Ability to undertake work in accordance with requirements of the Office Manual

KNOWLEDGE REQUIRED

- Working knowledge of Microsoft Windows, Microsoft Word and Outlook. Excel an advantage but not essential
- Knowledge of the legal disciplines in which the employee will work ie Private Client an advantage
- Knowledge of the Accounts Department procedures so far as it affects the department in which the legal secretary shall work

Part-Time Receptionist

Location: Leamington Spa

We are looking to recruit a part-time Receptionist for our Leamington Spa office to work from 1.00pm to 5.30pm, Monday to Friday.

JOB SUMMARY

To provide a friendly, helpful and efficient first and continuing impression to all callers to Reception, either by telephone or in person, whatever the circumstances

To act at all times in an appropriate way as an employee of a professional practice

To work in accordance with the Office Manual and Quality System

MAIN DUTIES AND RESPONSIBILITIES



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Answer the telephone promptly in a clear confident manner and forward the caller to the appropriate person or to voicemail

Log all incoming calls and take brief messages in respect of calls which cannot be dealt with at the time

- Log all visitors to Reception

Receive all visitors to Reception and notify fee earner of their arrival

Ensure that all deliveries to Reception are notified to appropriate person as soon as possible

When monies brought to Reception for the payment of invoices a receipt to be issued, copy taken and monies put into cash tin for banking

Take bookings for the Board Room and the Interview Room

Keep daily appointment sheet up to date

Keep reception area tidy

Ensure presence in Reception at all times

- Liaise with the other part-time receptionist to ensure continuity of cover
- To work additional hours as required, covering for the other Leamington receptionist during periods of holiday or sickness absence

Undertake any reasonable instructions made by Partners, Department Heads or Fee Earners within the limits of this job description

SKILLS EXPERIENCE AND PERSONAL QUALITIES

- A flexible outlook
- Ability to use telephone system skillfully even at times of peak activity
- A friendly manner together with patience and a clear speaking voice
- Ability to be a team player
- Efficiency and ability to deal with awkward situations and difficult clients in a professional manner
- Ability to remain discreet and maintain employee and client confidentiality at all times
- Ability to work additional hours as required

KNOWLEDGE REQUIRED

- Knowledge of telephone system
- Basic keyboard skills
- Knowledge of Outlook

ATTENDANCE AT MEETINGS



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- Support staff meetings

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

CONTACT:

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Human Resources

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