THACKRAY WILLIAMS
JOB DESCRIPTION

Job Title:	Legal Secretary
Department	Commercial Property, Leasehold and Litigation
Responsible to:	Head of Commercial Property
Hours:	Full Time
Location:	Bromley

Summary of role

This is an exciting opportunity to excel in a secretarial role within a firm that actively strives to be the best in industry and is committed to the development of its people. The Legal Secretary will be providing secretarial support to the Commercial Property Team, Leasehold and Litigation Teams.

The Legal Secretary's role is to provide fee earners with a seamless, professional, accurate and efficient document production service. The Legal Secretary will be wholly familiar with all software packages required to produce the firm's documents, including Word, PowerPoint, Excel and Outlook. The Legal Secretary will be required to advise on document layout and reformatting options. The secretarial support team will take an active interest in the workload and requirements of each area of the business they work in and will provide flexible services to ensure deadlines are consistently met.

In line with the firm's policies and procedures, key responsibilities include:

Key Duties and Responsibilities

- Producing and amending correspondence, documents, reports, faxes, deeds, attachments from a variety of sources, in house style and in line with the firm's specific systems/procedures
- Proof reading and checking documents to ensure they are correct, in line with house style and, where applicable, attachments have been highlighted
- Efficiently using systems to prioritise and complete incoming work
- Liaising with internal stakeholders, as appropriate, in relation to document production
- Keeping internal stakeholders updated on the progress of their work
- Ensuring documents are produced within the required timescales
- Supporting and helping other team members by sharing system knowledge and ensuring own and others' skills are developed
- Assist fellow Legal Secretary's with workload as required

Specific duties and Responsibilities for Practice Areas:

- Preparation of engagement letters
- Liaising with Compliance and onboarding teams on KYC checks
- Obtaining office copy entries

- Straight dictation/copy typing
- Correspondence
- Ordering Property Searches
- Preparing Engrossments
- Managing DocuSign

Skills set

A Legal Secretary has a responsibility to ensure their skills set remains up to date and they are familiar with the firm's departments, key personnel, clients, internal systems and procedures. This will ensure that the Legal Secretary is able to carry out their role effectively and, where appropriate, discuss any training requirements with their line manager. The basic skill set to be achieved by each individual Legal Secretary is as follows:

- Accurate typing speed of at least 60 words per minute
- Advanced knowledge of Microsoft Word, Outlook, Excel, PowerPoint and any other core systems implemented by the firm
- Ability to strip document formatting and reformat in house style
- Ability to repair problem documents either on own or with support from IT
- Excellent telephone manner
- Excellent communication and team skills
- Excellent attention to detail
- Flexible and dependable
- Able to take the initiative
- Able to remain calm under pressure and work to tight deadlines
- Conscientious, approachable and enthusiastic
- Able to quickly build confidence, respect and trust with others
- Works well under pressure

Other duties and responsibilities

- Liaising with colleagues on their work requirements.
- Regularly checking workloads within the departments and assisting/reprioritising wherever possible to avoid backlogs of work.
- Assisting others in the department (or Paralegals) whenever there is spare capacity, or it is evident that a colleague needs assistance with their workload.
- Working effectively with other legal and support departments as required.
- Participating in regular scheduled training sessions to maintain optimum systems knowledge.
- Any other duties as reasonably requested by the Line Manager or Head of Department.

Person Specification

The Legal Secretary has a responsibility to ensure their skills set remains up to date and they are familiar with the firm's departments, key personnel, clients, internal systems and procedures. This will ensure that the job holder is able to carry out their role effectively and, where appropriate, discuss any training requirements with their Head of Department or Line Manager. The main skills and experience required for this role are:

- Legal Secretary or Legal PA experience, Property experience preferred.
- Accurate typing speed of at least 60 words per minute
- Advanced knowledge of Microsoft Word and Outlook
- Ability to strip document formatting and reformat in house style
- Ability to repair problem documents either on own or with support from IT
- Excellent communication and team skills
- Excellent attention to detail
- Flexible and dependable
- Able to take the initiative
- Able to remain calm under pressure and work to tight deadlines
- Conscientious, approachable and enthusiastic
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Personal attributes required in line with the firm's core competencies

The firm has a comprehensive set of core competencies that represent the behaviours we require from all staff within the firm. Incorporated within this framework are our core values of;

- Honesty and integrity
- Open to change
- Pursuit of excellence
- Support of others

The core values are central to the ethics of our firm and must be displayed to the highest level at all times. The individual core competencies for this role are aligned to those expected of a Document Production Secretary in the core competency framework.

Hours

Normal working hours are 9am to 5.30pm.