



ABD legal Services Ltd

Job Title:	Legal Secretary	Job Category:	Support Staff
Department/Group:	Commercial	Job Code/ Req#:	N/A
Location:	Marlborough	Travel Required:	Yes, if required to local offices
Level/Salary Range:	Competitive	Position Type:	Full time, permanent.
Line Management Responsibility for:	N/A	Date Posted:	
Responsibility to:	Commercial Lawyer		

Job Description

About Awdry Law:

Established in 1750, we are an award-winning firm having been presented in the past with the Law Society's Excellence Award for Innovation and two awards for excellent customer service. From our offices in Devizes, Chippenham, Marlborough, Royal Wootton Bassett and Swindon, we serve clients in Wiltshire, Berkshire, Hampshire, Somerset, Gloucestershire, Bath, London, and throughout the UK. We provide a comprehensive range of first-class legal services for individuals, families, and businesses. Our purpose is to provide excellent client service and exceed expectations by being dynamic, inspiring, and proactive; client service is at the heart of everything we do. We have a fantastic group of people who work hard, are dedicated and demonstrate great commitment so in return for aiming towards these standards we will back you, help you to improve and support you in being the best we can.

Why You'll Love Working with Us:

Join us and be part of a culture that values creativity, hard work, individuality, ambition, and fun! We offer competitive pay, fantastic employee benefits, and the opportunity to grow in a thriving, forward thinking environment. And yes, our legendary social outings are not to be missed! This is more than a job; it's a chance for you to develop new skills and be part of our success. We have a fantastic group of people who work hard, are dedicated, and demonstrate great commitment so in return for aiming towards these standards, we will back you, help you to improve and support you in being the best we can.

Our values are the platform upon which everything is built:

Everything starts with you

People matter, whether you are a client or part of our team

Always driving forwards

We always show ambition and energy to achieve results

Be Brilliant

We create positivity, excellence and innovation in all we do

Every person, every time

We are consistent and reliable and give our best, every time.

Job Purpose:

To work within the Commercial department providing a high standard of administrative support and secretarial services.

Typical Activities:

Responsibility for: -

- Dealing with all administrative duties relating to client transactions and secretarial requirements including but not limited to:
 - Managing Fee Earner's diary
 - Preparing files for billing
 - Screening incoming calls
 - Typing of correspondence, photocopying, filing and opening new files.
 - Sorting and prioritising mail, emails and messages
 - Dealing with client's matters where appropriate
 - Supporting in all areas of work where appropriate
 - Preparing and submitting stamp duty forms
 - Preparing and submitting Land Registry applications
- Provision of a reliable and efficient service to clients
- Provision of a professional & friendly service to clients with the ability to recognise when clients may be going through a difficult process
- Preparation of straightforward legal documents
- Commitment to the LEXCEL & Investors in People standards, the requirements of the Law Society and to understand them.
- Being familiar with the basic requirements of the Solicitors Accounts Rules which affect the receipt and payment into the bank of cheques and the accounting of client's monies.

Support with: -

- Liaison with clients and other parties to update and ensure awareness of transaction process at the appropriate times.
- Postal duties as required
- To support with reception cover as required

ESSENTIAL AND DESIRABLE SKILLS, EXPERIENCE AND QUALIFICATIONS

Essential:

- Experience of undertaking commercial property and development Legal Secretary work or Conveyancing work, or a keen interest and willingness to learn about Commercial work.
- To have the ability to remain calm, polite, and focused when dealing with different situations
- To have excellent communication skills both verbal and written
- The ability to build relationships and work collaboratively with all employees
- Sound general administrative experience
- Great attention to detail
- To enjoy a varied workload and working at pace
- To be able to produce a high standard of work when under pressure
- The ability to make sound decisions taking ownership when required
- To present in a professional manner
- To demonstrate flexibility in approach

- To have excellent IT skills including Microsoft packages

Desirable:

- Legal Secretary Level 2 Certificate/Diploma
- Experience of Investors in People and LEXCEL accreditation
- The ideal candidate would have experience in submitting Stamp Duty and Land Registry applications and of using the Land Registry portal.

Additional Notes:

This Job description is not intended to cover all aspects of the role. You may be required to complete other tasks that are in keeping with the general nature of the position.

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	