

## **SECRETARY**

**Department - Residential Conveyancing**

**Location – Ellis-Fermor and Negus, The Old Registry, 6 Derby Road, Belper, DE56 1UU**

**Hours –35 hpw (Monday – Friday 9am – 5pm, 1 hour lunch each day)**

**Salary – From circa £22,500 dependant on experience**

### **JOB DESCRIPTION**

#### **Job Purpose**

- To provide the fee earner(s) with all reasonable assistance to enable them to provide an efficient and professional service to our clients
- To provide a professional secretarial service for the Residential Conveyancing Department
- To ensure high levels of customer care for clients and help to turn enquiries into paying cases by being proactive in relation to response times and providing high quality services to clients
- To uphold our values of Honesty, Respect and Teamwork, and work in accordance with the Solicitors Regulation Authority (SRA) Principles and Code of Conduct
- To contribute to our mission of establishing lifelong relationships with all our clients by anticipating and responding to their needs for quality legal services

#### **Main Duties**

- 1 To build a professional and mutually supportive working relationship with the fee earner(s)
- 2 To effectively manage and support the fee earner with the management of their diary ensuring that their whereabouts are known, that clients are seen as soon as possible and that files are actioned in a timely and efficient way
- 3 To provide professional secretarial support to the Residential Conveyancing Department including:
  - Typing letters, emails, reports and other documents
  - Photocopying accompanying documents
  - Sending emails in accordance with fee earner's instructions
  - Faxing and scanning documents
  - Checking documents for accuracy and completeness
  - Opening and Closing client files
  - Progressing transactions
  - Operating a range of computer packages including Office, Practice Management System (PMS), Case Management System etc
- 4 To deal with enquiries from new and existing clients and providing a high level of client care service, including:
  - Seeing new clients who call in for appointments, taking initial details and arranging appointments
  - Dealing with telephone enquiries / emails from new and existing clients, dealing with their needs and making appointments

- Dealing with telephone / email enquiries from other agencies
- 5 To provide cover in other teams including on Reception as required

### General Duties

- 1 To work in a flexible way to ensure that the workload is completed and to undertake any other jobs commensurate with the level of the post.
- 2 To establish, maintain and enhance team-working with colleagues and staff of Ellis-Fermor and Negus
- 3 To keep confidential all information about individuals and the business of Ellis-Fermor and Negus and work within the guidelines of the GDPR.
- 4 To abide by our Equality, Diversity and Inclusion, Health and Safety, Anti Money Laundering Policies and all other relevant policies

### ROLE SPECIFICATION

	CRITERIA
<b>Experience</b>	Significant experience providing a professional administrative/secretarial service ideally within a residential conveyancing or legal services environment
	Experience of working in a busy and fast paced environment
	Experience of providing high levels of client care face to face and over the telephone
	Experience of copy typing and digital dictation accurately and quickly
	Experience of working on a range of computer software packages
	Experience of handling confidential information appropriately
<b>Skills and Abilities</b>	Able to work quickly with a high degree of accuracy
	Excellent verbal and written communication skills
	Ability to handle interruptions professionally and maintain concentration
	Ability to work with professionalism and integrity
	Able to work effectively to deadlines
	Ability to multitask and manage and organise own workload and prioritise accordingly
	Ability to understand and work effectively with a diverse customer base
	Excellent IT skills and the ability to pick up new software packages with ease
<b>Other</b>	Understanding of Anti Money Laundering responsibilities and GDPR requirements
	Satisfactory references and other pre-employment checks including credit check, identity check, DBS etc
	Sympathetic to our ethos and heritage

**Line Management Responsibilities - None**

**Line Manager – Conveyancer / Head of Cluster**