

Legal Secretary

We require a temporary Legal Secretary to work in various local firms in the Callington and Launceston areas.

We have provided temporary staff to our clients over the last seven years and you will find that our previous professional temporary legal secretaries will have left notes and we are able to provide background information on our clients to enable you to prepare for assignments.

Assignments can be short notice for sickness cover or pre booked for holiday cover.

You will be expected to work in various departments including Litigation, Conveyancing, Family and Matrimonial.

Experience is essential along with a good understanding of general requirements of clients and solicitors.

Must be an excellent audio and copy typist with good telephone manner.

Experience using software such as Case Manager would be an advantage.

Hours are usually 9am-5pm Mon-Fri but some clients can accommodate part time.