



A S Recruiting
Your future is our future

A S Recruiting Ltd
Bray Shop, Callington, Cornwall, PL17 8PZ
Tel — 01579 370 488
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Email — info@asrecruiting.co.uk

Job Description

Title	Secretary
Base	Launceston
Reporting To	Partners
Salary	16k -18k PA (Depending on experience)

Responsibilities

- Provision of secretarial assistance to the Partners
- Provision of secretarial assistance to members of staff as required

Main Duties

- Providing secretarial assistance to the Partners and members of staff as required
- Use of Word, Excel, Iris, Easy and other software, including audio dictation software, used within the office
- Use of the photocopier and all equipment in the Secretaries' room
- Electronic filing of tax returns with HM Revenue and Customs
- Updating Practice Management on the Iris database, as required
- Covering for the other secretaries due to holiday or sickness
- To embrace Information Technology and to be willing to accept training in new hardware and software
- You will be expected to be aware and to comply with the Firm's policies, as set out in the Staff Handbook, a copy of which is supplied to all staff
- To maintain high standards of customer service at all times
- Meeting and liaising with clients as required
- Digital Audio typing at a very good standard



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