



Job Description

<b>Job Title:</b>	<b>Commercial Property Secretary</b>				
<b>Department:</b>	Commercial Property	<b>Reporting to:</b>	Fee Earner	<b>Line Manager:</b>	Ellen Petersen
<b>Job Summary:</b>	Acting as Secretary within the Commercial Property Team based at our Colchester Office, providing support as required by the Fee Earner. Working with members of the firm to provide clients with a service of a high standard and to ensure that the firm as a whole works as effectively as possible. The emphasis is on working as a team and the tasks below are not to be regarded as strict demarcation lines.				

About FJG

Staff are highly regarded at Fisher Jones Greenwood LLP which is a young and expanding firm. We are not looking for people who are simply great typists, but individuals who can work on their own initiative, take responsibility for working well with our clients and get things done. Anyone working with us will have the opportunity to learn new skills alongside partners, our legal teams, our management team and all of our support staff. We will fully support and reward you for your talents in an environment that genuinely offers career paths.

Key Responsibilities / Duties

1. Transcribing dictation files, collating enclosures, photocopying and filing which should be kept up-to-date at all times.
2. Keeping clients / third parties word processing, P4W files up to date.
3. Organising fee earners' diary of appointments in consultation with them.
4. Dealing with enquiries from clients / other firms and reporting as soon as possible to the appropriate fee earner.
5. Taking messages and communicating appropriately with clients and third parties in consultation with fee earning staff.
6. Maintaining on the Central Diary a list of important dates, including limitation dates, Court Dates, etc and bringing these to the attention of the fee earner.
7. Developing legal knowledge and software skills.
8. Maintaining private billing debt control diary and bringing overdue accounts to the attention of fee earner.
9. Undertaking interim claims and despatching costs update letters to clients.
10. Undertaking file archiving procedures at end of matter under direction of fee earner.
11. Prompting fee earner of monthly file reviews as and when they fall due.
12. Maintaining P4W files as an effective case management system.
13. In time ensuring that you are familiar with LEXCEL quality requirements and ensuring compliance wherever possible.

14. Assisting with marketing initiatives where possible.
15. Assisting where necessary to ensure smooth running of department / firm, ie reception duties, etc.

### Skills and Experience

The ideal candidate will have previous legal secretarial experience, ideally gained within a commercial property law department; a minimum of 70 words per minute typing speed for audio; RSA II typing qualification; knowledge of a case management system and Microsoft Office software skills are essential. They should also have organisational intelligence and communication skills and be able to work on their own initiative and pre-empt problems and identify solutions. They will be ambitious and professional and recognise the relevance of their role and responsibilities and its impact on our clients as well as their own future career.

### Key Competencies

Accuracy and knowledge of MS Office is fundamental and speed of turnaround and excellent communication skills are key. Needs to be able to show initiative and be self-sufficient, as well as a team player. Needs to have a 'can do' work ethic and be able to adapt to changes to daily requirements, juggling tasks and pre-empting problems. Time management and an ability to prioritise are essential as will be a practical and intuitive understanding of casework and client care. An ability to remain calm and methodical under pressure.

**You will also be required to undertake other tasks as directed to ensure the work of the department or firm as a whole is carried out.**

*The above will change/be amended as your knowledge and experience within the firm grows.*

## Person Specification

	Essential	Desirable
<b>Qualifications</b>	RSA Level 2	Other secretarial qualification
<b>Skills</b>	70 WPM typing speed	
<b>Knowledge</b>	Case Management Systems Electronic Audio Dictation Proficient in using the Microsoft Office Suite Understanding of client care	Partner for Windows Bighand Audio
<b>Experience</b>	Previous legal experience within Secretarial role Experience of document preparation	Commercial Property Experience
<b>Personal Attributes</b>	Excellent Organisational skills Excellent communication skills Use own initiative Work well with little supervision Team player Assertive Proactive and Forward thinking Able to meet deadlines and work under pressure	