



FISHER JONES GREENWOOD
SOLICITORS

Legal Secretary – Wills, Life Planning and Probate
Chelmsford
Competitive salary
Permanent

About FJG

Support 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.

Job Summary

Acting as Secretary for the Wills, Life Planning and Probate team based at our Chelmsford Office, providing support as required by the Fee Earners. To provide a high level of professional secretarial support, working with team members to provide clients with a service of a high standard. You are responsible for working with the other members to ensure the department as a whole works effectively as possible.

Skills and Experience

The ideal candidate will have previous legal secretarial experience, ideally gained within a Wills, Life Planning and Probate department; a minimum of 70 words per minute typing speed for audio; 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.

How to apply

Please send your CV and a covering letter to careers@fjg.co.uk.