



FISHER JONES GREENWOOD
SOLICITORS

Legal Secretary - Litigation
Chelmsford
Competitive salary
Permanent

Job Summary

Working in a busy Dispute Resolution team this exciting new role will see the successful candidate join an established, well-regarded, Legal 500 firm and a Disputes Team consisting of 2 Partners, 4 other disputes solicitors, a trainee solicitor and 4 other legal secretaries.

As a senior Legal Secretary/Team Assistant based at our Chelmsford Office you will provide a high level of professional legal secretarial support, working with other team members to provide clients with a service of a high standard.

The successful candidate will possess exceptional telephone manner, will undertake a mixture of transcription work, undertake various organisational tasks, take and prepare minutes, induct new joiners and help manage the overall efficient running of administration for the team. They will also work well on their own initiative and with other members of the team.

About FJG

At Fisher Jones Greenwood LLP, our expertise is supported by more than just our word. Our professional accreditation's and awards rank us for Dispute Resolution in both the Legal 500 and Chambers directories, as Top 2 tier.

For over a decade, FJG has been one of the region's fastest-growing firms of solicitors; and maintains plans for further expansion. Today, Fisher Jones Greenwood LLP has been established for over 35 years' and its lawyers have vast experience and carry substantial reputational goodwill.

Operating across 6 offices based in Essex and in London FJG has over 170 lawyers, paralegals, trainee solicitors and support staff, who service the full legal services market spectrum.

FJG is well recognised for its commitment to delivering innovative and technologically advanced client experiences and is well regarded both locally and nationally. Our modern, forward thinking, approach has seen us stay at the forefront of a fast moving, evolving market and has provided FJG with a rare resilience. We have achieved by listening to and actioning client feedback that we receive, and we are committed to providing the highest level of customer service consistently.

We are proud of our client-focused approach, which incorporates our guaranteed same-day response to enquiries and our services are soon to be better marketed by the introduction of an easily navigable and cutting edge website interfacing experience featuring artificial intelligence technology.

FJG is one of the region's very best employers. At FJG we invest in personnel and we support our employees through every step of a career journey, by knowing our people and being committed to helping them realise their potential.

Skills and Experience

Will have attained GCSE A –C in Maths and English or equivalent.

Be able to type 50 -80 words per minute.

Have good working knowledge of Word, Excel, PowerPoint and Laser Forms & Microsoft Teams.

Previous experience of using BigHand or Tikit (P4W) software is an advantage.

Be familiar with the litigation nomenclature. The successful candidate will be able to work on their own initiative and as part of a team.

Will have strong written and oral communication skills, good organisational skills, an ability to coordinate and present to junior members of the team and be attentive to detail.

How to apply

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