

Legal Secretary – Conveyancing
Clacton
Competitive salary
Permanent

Job Summary

Working in a busy Conveyancing team this exciting new role will see the successful candidate join an established and well-regarded team.

As a Legal Secretary based at our Clacton Office you will provide a high level of professional 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, and undertake various organisational tasks.

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 in both the Legal500 and Chambers directories.

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 160 lawyers, paralegals, trainee solicitors and support staff whom 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 staff 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. We provide a

culture where people can thrive not only in the workplace but achieve their personal goals by offering a supportive working environment and flexible working options.

Skills and Experience

- Experience of working in a Conveyancing team
- Excellent typing skills.
- Have good working knowledge of Word, Excel, PowerPoint and Laser Forms
- Previous experience of using BigHand or Tikit (P4W) software is an advantage.
- Will have strong written and oral communication skills, good organisational skills and an ability to be attentive to detail.

How to apply

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