



Vacancy: Legal Secretary – Wills & Probate Department – Part time

This is a great opportunity to join the team at our award-winning legal practice in Loughborough.

Moss Solicitors is a long-established firm with a modern outlook and a client focussed approach. We recognise the need for individuals and businesses to have access to effective and straight-forward advice. This is reflected in our success on three separate occasions in the Leicestershire Law Society Law annual awards and our consistently high client satisfaction ratings.

We have a team of nearly 20 lawyers based in five departments – Residential Conveyancing/Company & Commercial Property/Wills & Probate/Family/Dispute Resolution & Employment.

Generally, we look to recruit candidates who are keen to develop their knowledge and skills, provide excellent client care and have a good work-life balance.

Hours: 3 days – flexible to working arrangements

Contract: Permanent

Start Date: As soon as possible

Salary: Dependant on experience – guide range £17,290pa to £20,000pa (full time equivalent)

Main Duties:

- All necessary secretarial support to Probate Lawyer including audio typing, dealing with client queries and organisation of files and diary system.

Skills required:

- Secretarial experience (in legal sector ideally)
- Audio typing
- Accuracy
- Computer literacy
- Communication
- Professional and helpful approach
- Organisation
- Teamwork
- Confidentiality
- **Equality and Diversity:** We are committed to equal opportunities and welcome applications from anyone who believes they fit the requirements of the job.

Application: Please send CV to Jo Willars at j.willars@moss-solicitors.co.uk