

| Key information | |
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| Job title | Legal Secretary |
| Department: | Corporate |
| Team: | Secretarial Services |
| Reports to: | Maria Woolmore (Secretarial Team Leader) |
| Hours: | 9:30am – 5:30pm (flexibility required) |

Why Forsters?

We are renowned for our private wealth and real estate focus, together with our strong corporate and commercial and dispute resolution teams. We work alongside individuals, families and businesses across a wide range of complex matters and situations.

What makes us different is how we build closer connections with our clients to deliver exceptional results. We do it through creating genuine relationships, a sharp focus on what matters to them and the flexibility to adapt our advice to their situation.

When you come through our door, you'll notice how genuinely open, friendly and authentic people are. We work well together because we have fun together. We take your happiness and wellbeing seriously. Here, you are free to express yourself and be the best you can be.

Delivering exceptional results takes on a different meaning at Forsters. For us, it's about being more closely connected to clients, each other and our communities. It's what drives us, them and you forward.

Forsters: Closer connections. Exceptional results.



What sort of work?

- Take ownership of, and manage, the workflow from the team and delegate/work with central support departments as appropriate
 - Proactively and accurately monitor/oversee inboxes on team's behalf, during absence, as agreed with (e.g. Associates)
 - Proactively and accurately monitor/oversee calendars, set up all meetings and related logistics, and ensure all arrangements are made (rooms booked, and calendars updated with changes)
 - Prepare, edit and proofread all work, adhere to house-style with attention to detail and a focus on quality
 - Work closely and effectively with Executive Assistants, central teams and in collaboration with other Legal Secretaries, providing support in cases of holidays and absences
 - Respond to tasks promptly and manage deadlines, to ensure expectations are managed
 - Be an effective and professional point of contact, to include managing telephone calls, taking accurate messages and being an ambassador both internally and externally for team
 - Manage/co-ordinate billing and compliance processes on behalf of team, to include generating bills, working closely with, and supporting, Client Administrators where necessary to ensure billing/CMI processes are followed correctly in accordance with requirements
 - Ensure expense claims are submitted in a timely manner
 - Use initiative and actively identify and resolve issues when they arise
 - Demonstrate confidentiality, diplomacy and a thorough understanding of the group and clients who you support
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Are you right for this role?

This role is for a proactive and highly competent Legal Secretary who can operate successfully in a pressurised and fast-paced environment, to provide client and business focussed secretarial and administrative support to a team of Associates. The individual will need to be able to adapt to different working styles of Associates. It will include providing high-level and flexible organisational support and working collaboratively with the team of EAs and Legal Secretaries.

Reporting to the Secretarial Team Leader, the individual needs to be flexible and adaptable to the changing needs of the business. A degree of flexibility around working hours is expected.

What is the environment?

You'll be in an environment of happiness, collaboration and flexibility. We take our work seriously and being happy and having fun is an integral part of that. We work both in and out of the office in Marylebone depending on what's best for our clients, our team, our business and our professional growth.

Are we right for you?

We are looking for you to bring your energy and enthusiasm to work every day and to collaborate and work with colleagues as one team, to listen and consider each other. We ask you to take responsibility for your growth and development, share your ideas and let us know what you want to achieve. We are looking for you to get involved in our responsible business activities, pro bono, community and sustainability initiatives.

Other skills required:

- Experience of providing a first-class legal secretarial service to a busy team within a professional environment
 - Excellent verbal and written communication skills
 - Supports and adapts to change
 - Eager to develop within role and enhance skills including anticipating needs and thinking ahead
 - Proactive approach with an ability to understand and interpret what the team needs
 - Enthusiasm and resilience to cope with a busy role
 - Highly developed communication skills, updating group when delays may occur
 - Good organisation and prioritisation skills, working to deadlines
 - Diplomatic, with good judgement
 - Flexible with a positive and committed attitude
 - Ability to communicate clearly and concisely
 - Organised manner with ability to prioritise workload and deliver to deadlines
 - Motivated and pro-active with a 'can-do' approach
 - Client service focus
 - Team player with the ability to interact and build relationships with people at all levels
 - Calm and efficient under pressure
 - Punctual, flexible and responsive approach to work
 - Advanced knowledge of MS Office together with a minimum typing speed of 60 wpm.
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Equal Opportunities

Forsters LLP is an equal opportunities employer and is committed to ensuring an inclusive and accessible hiring experience for everyone.

We strive to attract and encourage applications from all candidates regardless of their gender, age, race, nationality, marital status, disability, sex, sexual orientation or religious beliefs.

If you require any support or adjustments in the application or hiring process, please let us know.

