



WE'RE RECRUITING FOR A Legal Secretary To join our Wills, Trusts & Probate team

📍 Wrexham office



"Come and work
for a great team!"

Emma Jones
Director

Head of Wills, Trusts and Probate

We have an opportunity for an experienced legal secretary to join our dynamic Wills, Trusts and Probate department. This is a full-time position based in our Wrexham office.

About the Role

As a key member of our team, you'll play a crucial role in providing excellent secretarial and administrative support in our Wills, Trusts and Probate department

What we are looking for?

We are seeking an individual with a minimum of 2 years of experience in an administration role. The ideal candidate will not only have a solid background in the specified areas but also possess excellent communication skills and a passion for delivering exceptional client service.

We would like you to have proven experience in:

- Providing a caring friendly and efficient service to clients and colleagues.
- Preparing correspondence and documents through accurate audio typing and digital dictation
- Use of email, diary systems and TEAMS.
- Attending to clients both on the telephone and in person.
- Making appointments, arranging meetings and maintaining an up to date diary.
- Dealing accurately with filing and storage.
- Setting up new files accurately and speedily on instructions from Fee Earners.
- Assisting in reception duties.
- Assisting with storage and retrieval of Wills and Deeds

Why join us?

At Allington Hughes Law, we pride ourselves on being a supportive and forward-thinking team. In return for your commitment, we offer:

- A competitive salary, commensurate with experience
- 25 days holiday (plus additional days for length of service)
- Private health care
- Early Friday finish
- Clear progression opportunities within the firm

Apply Now

If you're ready for a new challenge and believe you have what it takes to contribute to our team, we'd love to hear from you. Please send your CV and a covering letter to

Alison.Samuels@allingtonhughes.co.uk

No Agencies.