



WE'RE RECRUITING FOR A

Legal Secretary to join our Wills, Trusts and Probate Team

📍 Chester office



"Come and work
for a great team!"

Emma Jacobs
Head of Wills, Trusts and
Probate Department

Due to huge growth and expansion of our esteemed Wills Trusts and Probate department, we have a fantastic opportunity for an experienced legal secretary to join us.

This **full-time position** is based in our picturesque **Chester office**, with **hybrid working** options available.

About the Role

As a key member of our team, you'll play a crucial role in providing excellent secretarial and administrative support which will contribute to the continued success of the team.

What We're Looking For

We are seeking an individual with experience in an administrative role. The ideal candidate will possess excellent communication skills and a passion for delivering exceptional client service. The role will entail:

- 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

We pride ourselves on being a supportive team and are eager to welcome an enthusiastic individual who can thrive with minimal supervision.

Salary commensurate with experience, along with a comprehensive benefits package, including 25 days holiday with additional days awarded based on length of service, health care plan, and an early Friday finish

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