



bowcock cuerden LLP

Commercial Lawyers



Family and Litigation Secretary

Full-time Legal Secretary with experience in Family Law and Litigation due to start at the end of April.

Duties will include audio typing using digital dictation, use of Smokeball Case Management Software, preparing e-bundles for court hearings, filing, dealing with client queries and organisation of files and diary system. General full secretarial support for litigation and family solicitors.

The ideal candidate will have excellent interpersonal and communication skills, and must have a good working knowledge of Microsoft Office packages. RSA/Pitman typewriting skills are essential. The ability to multi-task and prioritise are vital skills required for this position.

Full-time hours are 9.00 am – 5.15 pm with lunch between 1.00 pm and 2.00 pm.

Salary - negotiable depending on experience; reviewable annually.

Our Privacy Policy is available at: www.bowcockcuerden.co.uk/policies/privacy-policy

Please send CV and covering letter to Mrs Julia Pritchard, Office Manager

No agencies please.