

## JOB DESCRIPTION: **Personal Injury Secretary**

Please find below details of our Personal Injury Secretary role. If you feel you are a suitable candidate please apply by sending your CV with a covering letter via email to: Jean Kennedy, [jk@winstonsolicitors.co.uk](mailto:jk@winstonsolicitors.co.uk) by 24 September 2010.

### Job description

<b>Position</b>	Personal injury secretary
<b>Location</b>	Winston Solicitors LLP 112 Street Lane Leeds LS8 2AL
<b>Reports to</b>	Shaun Walker, Partner
<b>Job purpose</b>	With a large percentage of time devoted to typing, you will be supporting a fee earner with all medical and legal documents and also answering the telephone to deal with enquires.

### Key responsibilities and accountabilities

- ▶ Carrying out audio typing tasks using both legal and routine vocabulary, adjusting spelling, punctuation and grammar as appropriate.
- ▶ Answering routine telephone calls, taking messages and/or referring callers to appropriate sources.
- ▶ Maintains the diary, arranges appointments and meetings as required.
- ▶ Maintains filing and/or record systems including time recording.
- ▶ Performs routine file finishing activities.
- ▶ Provide secretarial and administrative support to all members of the department as required by the business.
- ▶ Undertakes a variety of administrative routines to ensure the smooth running of the department/team.

### Personal profile

#### Personality

Must be able to audio and copy type at high level, with accuracy and have the ability to work under pressure and without supervision. Must be proficient in Microsoft Outlook, Word and Excel.

A secretarial qualification; such as ILEX or RSA would be extremely advantageous. Must be fluent in English, have an eye for detail, resourceful and possess outstanding communication skills.

#### Personal situation

Must be able to commute reliably to office. Driving licence an advantage.

#### Specific job skills

Previous experience as a Personal Injury Secretary.

#### Computer skills

Adept in use of Microsoft Word / Outlook / internet. Knowledge of excel an advantage.