



**Ref: S04/19 Float Secretary**

**Maternity Leave Cover**

<b>Hours of Work</b>	<b>9.00am - 5.00pm Monday to Friday</b>
<b>Benefits</b>	25 days holiday per year 2 x salary life assurance Private medical insurance (after 6 months) Pension Optional benefit
<b>Location</b>	<b>Salisbury</b>
<b>Discipline</b>	<b>Various</b>

**Competencies**

- Organised
- Positive
- Conscientious
- Flexibility (the ability to move around teams on a daily/weekly basis is essential).

**Responsibilities**

Providing high level secretarial and administrative support to the fee earners. Duties include:

- Fast and accurate audio and copy typing
- General office duties and other ad hoc duties as required.

**Experience**

Previous experience of legal secretarial work would be an advantage. Excellent IT skills with knowledge of digital dictation, and document and case management systems would also be an advantage. A typing speed of 75wpm with accuracy in excess of 90% is essential.