

Executive Legal Secretary-Temporary

We are actively seeking an Executive Legal Secretary to fill contract roles within our client base.

Responsibilities

Support one or up to three attorneys with diary management and travel arrangements;

Prepare complex legal documents from hand-written, verbal or email instruction;

Draft the following documents: standard letters, complex legal documents and minutes;

Liaise with external agencies and overseas clients at all professional levels;

Maintain client information database, address lists, fax sheets, label and master list of companies for each attorney;

Office duties including filing (current and archived), preparing courier packages, photocopying, binding and maintaining stationery supplies;

Other ad hoc duties as assigned.

Skills, Knowledge & Abilities

Must have at least 3 years' experience as a Legal Secretary working with a reputable firm in the areas of law; Corporate and Litigation;

A Collage Certificate/Diploma in Legal studies or similar is preferred;

Proficient in managing several attorneys at once up to 3:1 shares;

Excellent communication skills both written and verbal;

Exceptional time management and organisational skills;

Remaining calm while working in high pressure faced paced environments;

Strong typing speeds minimum of 65 wpm;

Proficient in Microsoft Office (Advanced) suite applications.

If you are interested in applying, please submit your resume & references to: meredith@elevateselection.ie . Closing date: 1st September 2017