

## **Legal / Executive Secretary**

We are actively seeking qualified and experienced Legal / Executive Secretaries to fill temporary and contract roles within our client base.

### **RESPONSIBILITIES**

- Providing secretarial support to Associates and/or Partners within a law firm or company
- Transcription typing and minute taking
- Managing calendars and scheduling
- File management
- Preparing legal documents inclusive of research
- Tracking time and invoice follow up
- Preparation and submission of expense reports
- Ad hoc duties as assigned

### **SKILLS, KNOWLEDGE & ABILITIES**

- Must have at least 3 year's experience working as a Legal Secretary, preferably on a 3:1 basis within a Corporate or Litigation Department
- Must have strong typing skills, 65 wpm
- Must have excellent time management and organizational skills
- Must have strong communication skills both verbal and written
- Completion of a Law Clerk or Paralegal certificate would be an asset
- Proficiency with the Microsoft Suite applications is essential

If you are interested in applying, please submit your resume & references to [Sylvia@elevateselection.ie](mailto:Sylvia@elevateselection.ie)

Closing date: March 23<sup>rd</sup>, 2021