WHITNEYMOORE SOLICITORS

WHITNEYMOORE IS RECRUITING

WhitneyMoore Solicitors is one of Ireland's leading full service law firms. We are expanding and are currently recruiting for a number of Legal Secretaries within the firm, to work within our Corporate, Litigation and Property departments.

About you

We are looking for individuals that are commercially focused, proactive, articulate and driven, that are professional, with an enthusiastic approach and with experience working in a fast paced and challenging environment.

The Role

Key Responsibilities

- Digital Dictation and PA/secretarial duties for multiple Partners and Fee Earners
- Production, editing and formatting of legal documents and templates
- Document support and working with fee earners on billing
- PA duties, diary management as required, liaising with clients updating client files
- Organising and managing Partner meetings and events
- Administrative support across the team including, post, photocopying, scanning and reception
- Other ad-hoc support duties as required across the firm

Required Experience

- Previous experience within a corporate law firm min. 2-3 years.
- Previous experience supporting senior staff
- Case Management systems experience (preferably Keyhouse)
- Excellent typing and advanced IT skills, including all MS Office applications
- Excellent time management, administration and prioritising workload
- Experience of working effectively within a busy team and to tight deadlines

Key Competencies

- Excellent attention to detail and accuracy skills
- Excellent organisational skills and a polite telephone manner
- Driven, enthusiastic, uses initiative and a team player
- The ability to work under pressure, be adaptable and helpful
- Professional and polished with excellent communication and interpersonal skills
- Confident, diplomatic and can work independently with confidential matters
- Accurate typing skills (min 65wpm)

Salary and full benefits package consumerate with experience.

Please apply by email with CV and covering letter to hr@whitneymoore.ie