

## Legal Secretary

**Location:** Selby, North Yorkshire

**Salary:** Competitive, dependent on experience

**Closing Date:** TBC

**Part Time – 2 days per week**

We're looking for an enthusiastic and experienced Residential Legal Secretary to join our team based at Selby Office. This is a fantastic opportunity for an ambitious candidate to develop their career in a growing firm with genuine long term opportunities for development.

This role will mainly support our Residential Property team providing a high level of secretarial support to the Fee Earner. You will assist in the provision of an efficient, personal and professional service at all times, ensuring achievement of business objectives.



### About Us

Crombie Wilkinson is one of North Yorkshire's largest and most long-established firms. First established in the 1800s and in its current form in 1991, the firm now comprises of around 100 staff including 10 Directors and 45 Legal Advisors. With offices in York, Selby and Malton, we are uniquely placed to serve the region with a comprehensive and high-quality legal service and we place much importance on our local knowledge, as well as our speedy and personal service and our down to earth approach.

We are an ambitious firm, with high standards of client care. We are also passionate about developing our people and



we are both Lexcel and Investors in People accredited.

### About The role

The key responsibilities of the successful candidate will be:

- Preparing correspondence and documents through audio and copy typing as well as amending and formatting complex documents
- Attending clients both in person and over the phone and provide assistance in a professional and friendly manner
- Take messages, book meetings and appointments and maintaining an up to date diary for Fee Earners
- Administering files as well as opening files on case management system and their day to day maintenance



- making best use of Proclaim to ensure maximum efficiency
- Providing support to other secretaries and Fee Earners when necessary

## About You

At Crombie Wilkinson we put great emphasis on our values. Our values underpin our strategy and we want to ensure that our every member of the team embraces them to further our ambitions for our business, our people and our clients.

You will be searching for a role where you can build on your expertise, continuously learn and improve and take your career to the next level.

To be successful in this role, you will need:

- Previous experience working in a similar role is essential with experience in the area of Residential Property
- Experience in audio and copy typing
- Experience of use of IT systems; digital dictation, case management, MS Word and Outlook
- Ability to work with initiative and minimum supervision
- ‘Can Do’ and flexible approach and team player
- Excellent communication and interpersonal skills, both face to face and over the phone
- Integrity to handle sensitive and confidential information appropriately

CLIENT CENTRED  
TEAM FOCUS  
STRAIGHT FORWARD  
MUTUAL RESPECT  
ACCOUNTABILITY  
SHARING EXPERIENCES  
CONTINUOUS IMPROVEMENT  
DRIVING PERFORMANCE

## Interested?



We offer a competitive salary and benefits package – which includes 25 days holiday a year, a company pension scheme. We provide a fully supportive background to your Continuous Professional Development within a friendly team environment. The firm is in a superb location in the historic parish town of Selby and offers a great work/life balance.

If the above role sounds exciting to you and you believe you can meet our expectations then please do apply by sending your covering letter and CV to [jobs@crombiewilkinson.co.uk](mailto:jobs@crombiewilkinson.co.uk). If you would like some more information before applying, please do not hesitate to contact our HR team on 01904 624185.