



JOB DESCRIPTION – Employment & Immigration Team Secretary

<p>Main purpose of role</p>	<p>To be a key member of Joelson’s Employment and Immigration department, providing a first class service to clients. To support partners and other colleagues as required on a wide range of fee-earning matters.</p>
<p>Hours</p>	<p>9.30am – 5.30pm Monday to Friday</p>
<p>The opportunity</p>	<p>Joelson is a thriving commercial law firm based in the West End of London, with 70+ partners and staff. This position is for a secretary in the busy Employment and Immigration team. This position would suit someone with solid legal secretarial and administration experience who is proactive and wants to excel in a legal environment. The successful candidate will take on an important role in providing high levels of service to clients, with a focus on administrative work and supporting the department. There are currently two partners, one fee-earner and a trainee in the team. The successful candidate will report to David Greenhalgh and Jennifer Maxwell-Harris, Partners.</p> <p>The role involves:</p> <ul style="list-style-type: none"> • Diary management • Monitoring fee-earners’ inboxes when they are away from the office • Opening new files (both electronic and paper), obtaining and uploading and seeking system approval of ID, and sending out client engagement letters and matter acknowledgement letters • Ensuring the department is run efficiently • Arranging travel/meetings/trips/conferences/lunches/events/seminars • Reminding team members of diary events • Producing/amending/formatting documents and letters • Making sure all emails/letters/documents/invoices etc. are filed in the appropriate Lawman folder (Lawman is the firm’s case management system) • Arranging conference calls • Answering the telephones when other members of staff are absent from the office • Monitoring and recording client referrals on Lawman • Supporting fee-earners with expenses • Scanning and printing documents • Helping the team to prepare for any training sessions/seminars they are giving - including preparation of Powerpoint presentations and handouts • Getting involved with departmental marketing/BD tasks • All aspects of billing for the department including producing and sending out invoices • Assisting with ad hoc departmental and firm-wide projects • Closing and archiving of files when necessary • Ad hoc duties • Working to strict deadlines

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Ideal Candidate	<p>Our ideal candidate will have the following:</p> <ul style="list-style-type: none">• Good work ethic• Good academic results to A Level• Experience of working as a secretary or PA, ideally within a law firm• Good typing speed and accuracy• An outgoing, enthusiastic and confident manner• Excellent communication skills, both orally and in writing• Strong organisation and administration skills and experience, with the ability to prioritise workloads effectively• Good attention to detail with the ability to execute tasks efficiently• A friendly and personable approach with colleagues and externally• A proactive, flexible attitude• Ability to work on his/her own initiative as well as working well as part of a team• Ability to learn and pick up new skills• Strong IT skills, including Microsoft Outlook, Word, Excel and PowerPoint, and an ability to pick up new systems quickly.
What we offer in return	<p>In return we offer a competitive salary with benefits, a positive and inviting work environment and the fantastic opportunity to develop a rewarding and successful career with an award-winning law firm.</p>
How to apply	<p>Applicants should send a full CV and covering letter to jobs@joelsonlaw.com. Covering letters should clearly set out / summarise individual's relevant skills and experience.</p> <p>Joelson welcomes applications from all sections of the community. We recognise and actively promote the benefits of a diverse workforce and are committed to treating all employees with dignity and respect regardless of race, gender, disability, age, sexual orientation, religion or belief.</p> <p>Candidates must have the ongoing legal right to work in the UK. Please provide details of your eligibility to work in the UK in your application. If you do not possess this right, we will not be able to proceed with the application.</p>