

Job description & person specification

Title	Document Production Secretary
Reporting to	Head of Service Delivery
Salary	£16,000
Date	February 2012

Summary

- A new position has become available within our Stockport Office following an increase in business requirements. The successful candidate will provide quick and efficient typing support to all departments as required, across all four offices. Experience across our areas of expertise (Corporate, Employment, Real Estate, Litigation and Private Client) will be advantageous.

Purpose of the job

- The role is to provide SAS Daniels LLP with fast and efficient typing and secretarial services to the firm as a whole and support fee earners and administrative assistants to maintain excellent standards of service delivery to clients.
- Managing your own workload, you will also liaise with the firm's outsourcing company when workloads are high.

Key responsibilities

- Provide fast, accurate and efficient typing and document management services to the firm.
- Work closely with the teams and with outsourcing where required.
- Check for accuracy and ensuring that all correspondence (email and posted) meets the required high quality standards and all correspondence is in the firm's house style.
- Ensure the confidentiality of all the firm's and clients documentation and information.
- Provide reception cover and prepare refreshments when asked to do so.
- Attend and participate in team meetings as required.
- Assist with covering reception at holiday periods, sickness;
- Undertake training when required and have a responsibility towards self-development appropriate to working in modern legal practice.

Skills and attitude

- In tune with the firm's mission statement and values & committed to demonstrating and developing them.
- Typing skills (Audio 70+ wpm) with good accuracy and attention to detail.
- Efficient, well organised, and timely.
- Effective communicator by telephone, face to face and in writing.
- A team player with a positive and cheerful attitude.
- Keen to develop knowledge such that the fee earners build confidence in you.
- Always remain positive and open to new suggestions, managing and implementing the changes;

Training & education

- Excellent Secretarial, audio typing and secretarial skills
- Secretarial and or typing qualifications
- Excellent IT skills – Case Management and MS Word in particular

Support

- Report to the Head of Service Delivery and be supported by Outsourcing Services.