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# Secretary

Do you have:

- ★ Ambition and drive?
- ★ A keen interest in developing your skills and a willingness to learn?
- ★ A desire to meet new challenges and respond to new situations?
- ★ The ability to work as part of a professional, dynamic team?
- ★ The ability to attend work regularly and offer commitment to the job?
- ★ Excellent communication skills?

If you feel that you meet our criteria and would like to rise to the challenge read on.

In return for your hard work and dedication, we can offer you:

- ★ Competitive structured salary scheme
- ★ Pension benefits
- ★ Permanent Health Cover
- ★ Leeds Hospital Fund membership
- ★ Death in Service benefit
- ★ Discounted travel scheme
- ★ An extensive in house training programme, with fantastic opportunities for progression, tailored to meet your individual requirements, to include:
  - ★ Word processing & File management.
  - ★ Accounts, time recording and billing training.
  - ★ Outlook and diary management skills training.
  - ★ Telephone techniques and core communication skills.
  - ★ Grammar & punctuation and plain English.
  - ★ Touch typing courses.

- ★ Project Management Training.

We also offer an opportunity for secretaries to study for the Institute of Legal Secretaries Diploma or a National Vocational Qualification at levels.

A secretary at Ford & Warren is much more than simply a typist. You will find that your job is extremely varied and no two days are ever the same. The variety you will experience on a day-to-day basis will mean that you never experience boredom.

You will be responsible for:

- ★ **Diary Management** - diarising hearings, deadlines and appointments.
- ★ **Telephone** - taking incoming calls accurately and courteously, ensuring calls are answered promptly, making calls on behalf of your lawyer and following up unreturned calls.
- ★ **Correspondence & Word Processing**- drafting replies to correspondence for your lawyer's approval and ensuring correspondence is replied to promptly and ensuring that the typing of letters and documents is accurate and uses plain English, ensuring enclosures are correct and bundles are correctly numbered and sequenced, using standard letters.
- ★ **Billing & Time recording** - understanding billing procedures, monthly work in progress reports, assisting in chasing unpaid invoices, producing draft bills each month.
- ★ **Photocopying** - ensuring all copies are of good quality.
- ★ **Filing & File Management** - ensuring paper filing is up to date and files are neat and in logical order, ensure Open Office filing is done regularly, ensure Registry filing is done daily, ensure prompt creation and deletion of files.
- ★ Secretaries demonstrating a high performance level and ambition to succeed may also apply for a place on our management skills training course.