
Junior Legal Secretary – Liverpool

The Firm

Forresters is a leading full service intellectual property firm with an international client base. We have offices located in London, Birmingham, Liverpool, and Munich. Since being established in 1884, we have grown from a regional firm into an international practice. Despite our long history we are a young firm with a fresh approach to our client's requirements and employee career progression. We are rated as one of the leading intellectual property firms in the UK.

The Role

We are currently looking to recruit a Junior Legal Secretary to join our Life Sciences and Chemistry team in our Liverpool office. This position is on full time permanent basis.

The successful candidate will provide secretarial support to the patent fee earners, which shall involve all aspects of secretarial work and will be reporting to a Partner. On the job training will be provided and during the first few weeks some travelling to our London office might be necessary in order to get fully trained on our systems (travelling expenses will be paid for).

Start date to be mutually agreed.

DUTIES AND RESPONSIBILITIES

- Audio typing
- Maintenance of fee earners and partners' file due date systems.
- Monitoring of fee earner's and partner's deadlines.
- Advance clearance of deadlines.
- Physical and virtual filing and finding case files.
- Organising completion of fee earner's workload when they are not available.
- Preparation of reports, draft invoices, uploading invoices to e-billing systems.
- Processing correspondence and electronic files.
- Proof reading.
- Sorting, prioritising, and dispatching of documents.
- Dealing with fee earner's incoming emails.
- Drafting letters, emails and occasionally travel schedules.
- Basic record entering and record keeping.
- Sending faxes.
- Other general duties commensurate with position.

SKILLS AND EXPERIENCE

Mandatory requirements:

- Excellent knowledge of audio typing.
- Good typing speed.
- ILEX or CILEX diploma or Pitman training or any other relevant qualification.
- Excellent knowledge of Microsoft Word and Excel.
- High attainment of English language including spelling and grammar.
- Ideally at least 1 year of experience as a secretary in a deadline driven legal environment, but would also suit a recently qualified secretary, as full on the job training will be provided.
- Excellent communication skills and a logical and organised approach.
- Exceptional attention to detail and a high level of accuracy.
- Understanding the importance of confidentiality and discreetness.
- A pro-active nature with the confidence and commercial awareness to be able to relate to clients at all levels (mainly internal) and be capable of working both independently and as part of a team.

Desirable requirements:

- Knowledge of patent processing, formalities and practice.
- Inprotech knowledge advantage but not essential for this role.

The Package

- Salary depending on experience.
- A pleasant and friendly working environment.
- Flexible working – core hours.
- Additional 6 flexi days off in lieu per annum.
- 26 days of annual leave in addition to bank holidays.
- Annual leave to increase by one day for every completed holiday year up to 31 days per annum.
- 35 hour week.
- Health Cash plan.
- Season ticket loan.
- Cyclescheme.
- Childcare vouchers.
- Employee assistance program.
- Bonus scheme.
- Mutual pension contribution of up to 5%.

To apply, please respond to this advert or send your CV and a short cover letter to awilken@forresters.co.uk. Please state in the cover letter your salary expectations and confirm that you have a permanent right to live and work in the UK.

Please no agencies. Direct applicants only.

Due to high volume of applications, we will only respond to the successful and shortlisted candidates.