

Branch Assistant - Secretary

Description	To provide secretarial support to partners and professional staff to include: - preparing and processing legal documentation and forms, using case management systems and databases where applicable; audio and copy typing; diary management; communicating with clients and third parties; document management and filing; cash work and production of accounts and fees. To carry out general administration and reception duties and cash work. To assist other Branch Assistants, e.g. attending to property inquiries etc.
Location	Banchory. (From time to time, you may also be requested to attend and assist at another branch office).
Hours	Job share with each job share partner working 18 hours per week:- Wednesday 1.00 – 5.00pm and Thursday and Friday 9.00am – 5.00pm.
Q/E	Previous experience as legal secretary preferred. Good typing speed, IT & Administrative skills. Property Training provided. Branch specific cashroom training provided.

Applications in writing with your CV to:

Mrs Shona Cheyne, HR Manager,
Raeburn Christie Clark & Wallace,
12-16 Albyn Place
Aberdeen,
AB10 1PS

or

e-mail to shona.cheyne@raeburns.co.uk

All applications will be treated in strictest confidence.