

Job Title Paralegal or Secretary

Description To provide secretarial support within Court department to partners and professional staff to include: - preparing and processing legal documentation and forms, using 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.

Location Located in Albyn Place , but you may from time to time assist other departments in Albyn and other Branches. Digital Dictation will allow secretarial support to be provided remotely.

Hours Monday - Friday 9.00am – 5.15pm

Q/E Previous experience as a Paralegal or legal secretary
Good typing speed, IT and Administrative skills.

Please apply in writing with your CV to:

Shona Cheyne,
Human Resources Manager
Raeburn Christie Clark & Wallace
12-16 Albyn Place
Aberdeen, AB10 1PS
or email: shona.cheyne@raeburns.co.uk