



Job Title: Legal Secretary

Department: Private Client

Position: Part Time – 3 days per week (Must include Wednesdays, otherwise flexible)

Experience: Minimum of 12 months

Location: Torquay

Salary: Competitive

WBW Solicitors is one of the largest legal practices in the South West, with offices based in Torquay, Paignton, Newton Abbot, Exeter, Bovey Tracey and Launceston. With clearly defined divisions catering for business and private clients, our teams are able to offer the very best legal advice through a full range of legal services to individuals and businesses, across a wide range of areas and commercial sectors.

The Role:

WBW Solicitors has a fantastic opportunity for an ambitious legal secretary, to join our busy private client team in our Torquay office. You will be responsible for providing full support to the private client fee earners as well as delivering excellent service to your clients. Your duties will include typing/document processing large and small legal documents, diary management, task management and general administration support.

The Candidate:

The successful applicant must be computer literate and confident with using case management systems. You will be able to remain calm and efficient in a busy office environment. Attention to detail is paramount and excellent spelling and grammar is essential. The ability to give an excellent service to clients at all times is imperative. Successful candidates will have previous experience supporting a busy team, be personable, articulate, and enjoy working both in an individual role and as an integral part of the team.

Contact Details:

If you would like further information or would be interested in applying for this vacancy please contact Julie Bond, HR Manager at WBW Solicitors on recruitment@wbw.co.uk.