



**Job Title:** Legal Secretary

**Department:** Personal Injury

**Position:** Full Time

**Location:** Exeter

**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, Launceston, Exmouth, Sidmouth & Honiton. 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, across a wide range of areas and commercial sectors. We reward our hard-working staff with flexibility, competitive salaries with a generous holiday plan and a fantastic benefits package.

**The Role:**

WBW Solicitors has a great opportunity for an experienced legal secretary to join our Personal Injury team based in Exeter. As a key member of the team you will work from digital dictation, helping clients with queries, arranging meetings, and drafting documents on behalf of the Solicitors. You would be expected to support our team and fee earners with all general administration tasks.

**The Candidate:**

Your team are supportive and will be welcoming; an enthusiastic candidate with confidence in secretarial work essential. You will need to be able to manage large workloads effectively and be productive under pressure. Successful candidates will have previous experience in supporting a busy team, be personable, articulate and enjoy working both in an individual role and as an integral part of the team. Excellent knowledge and evidence of understanding private client law will be crucial at interview stages.

**Contact Details:**

For further information regarding this role, or to apply, please send your CV and a covering letter to [recruitment@wbw.co.uk](mailto:recruitment@wbw.co.uk)