



**Job Title:** Legal Secretary

**Department:** Disputes

**Position:** Full Time

**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, 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 fantastic opportunity to join our busy Torquay Office. You will be responsible for providing full support to the property 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 part of a team.

**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).