



**Job Title:** Legal Assistant / Secretary

**Department:** Private Client

**Position:** Full Time

**Location:** Newton Abbot

**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 an interesting opportunity for a Legal Assistant or experienced legal secretary to join our Private Client team based in Newton Abbot. The role is an evolving position and could go as far as the right candidate would want.

Your team would support your development should you want progression. As a key member of the team you will be able to perform secretarial duties and support all private client secretaries and fee earners with general administration tasks. In addition, you will be expected to work with initiative assisting in lower court work preparation.

**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. You will need excellent computer skills; experience in Microsoft software and case management systems essential. Legal experience will be an advantage

**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)