

**JOB TITLE:** Property Secretary

**HATCH BRENNER:**

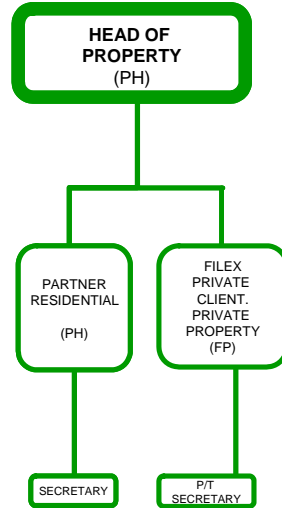
HATCH BRENNER was formed in 1992 by the amalgamation of Hatch & Hatch and a large part of Crotch Brenner & Dunkley.

Both firms have been providing legal services throughout the United Kingdom for over one hundred years.

Hatch Brenner aims to provide a full legal service to the highest standards of professional expertise and integrity for family and commercial clients. Personal service and discretion are of crucial importance.

The firm now comprises a team of 14 solicitors and 3 legal assistants trained in all aspects of the law.

**DEPARTMENT PROFILE:**



**ROLE OVERVIEW/SUMMARY:**

We are looking to recruit an experienced Secretary on a permanent contract. The role will be to provide a high level of professional secretarial and administrative support for two fee earners in our Property department.

## **DUTIES & RESPONSIBILITIES:**

- Audio Typing.
- Dealing with telephone enquiries e.g. Deeds requests etc...
- Attending clients e.g. witnessing signatures, general queries and completing forms
- Notifying clients, agents and Solicitors of completion
- Filing
- Submitting timesheets on AIM (accounts database)
- Preparing and uploading HIPs
- Open and close files.
- Using CASA case management system
- General administration tasks e.g. photocopying etc...
- Help with holiday cover (if floating secretary not available)
- Scheduling of Deeds and documents
- Land Registry registration applications
- Providing conveyancing quotes

## **ESSENTIAL / DESIRED SKILLS & EXPERIENCE:**

- Fast, accurate (audio and copy) with excellent grammar and spelling
- Excellent telephone and communication skills
- Advanced working knowledge of Word, Excel, Powerpoint, Outlook and Internet
- Ability to handle multiple requests and prioritise

## **QUALIFICATIONS:**

- Qualified to GCSE standard, grade C (or equivalent) at Mathematics and English essential

## **PERSON SPECIFICATION:**

- Confident with strong communication skills
- Excellent organisational skills with the ability to prioritise work
- Ability to work without supervision and to use initiative to ensure work is dealt with effectively
- Good team player with an enthusiastic manner
- Good attendance record and punctual at all times
- Ability to work effectively under pressure
- Accurate eye for detail
- Professional in conduct and appearance
- Have a flexible and adaptable approach to work

<b>ADDITIONAL INFORMATION:</b>
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<b>REPORTS TO:</b>	Maria Chryssafi
<b>TYPE OF ROLE:</b>	Permanent
<b>HOURS:</b>	2 consecutive days a week (days to be agreed)
<b>SALARY:</b>	TBC
<b>BENEFITS:</b>	25 days Holiday (pro rata)

<b>CONTACT DETAILS:</b>
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<b>CONTACT NAME:</b>	Maria Chryssafi
<b>ADDRESS:</b>	4 Theatre Street, Norwich NR2 1QY
<b>TELEPHONE:</b>	01603 660811
<b>WEBSITE:</b>	<a href="http://www.hatchbrenner.co.uk/">http://www.hatchbrenner.co.uk/</a>