

Secretarial Job Description

Job Title	Secretary
Department	
Remuneration and Benefits	<ol style="list-style-type: none"> 1. Starting salary of £13,000.00 2. Eligibility to "Thorne Segar Options"
Functions of the Department	<ol style="list-style-type: none"> 1. To provide clients with a progressive level of service quality 2. Achieve departmental performance targets 3. Maintain industry awards (LEXCEL and Investors in People) 4. Develop client base
Duties and Responsibilities	<ol style="list-style-type: none"> 1. Creating matters within SOS and physical files 2. Administering client Identification and Electronic Search 3. Generating and editing internal and external documents 4. Physical file management including scanning, copying and updating of client files 5. Closing and archiving matters 6. Supporting fee earners in client communications i.e. arranging a meeting and preparing a interview room 7. Any reasonable task delegated by the Department Head or Practice Manager 8. Integrating as part of a team adhering to the "Thorne Segar Workflow Manual" and "Thorne Segar Office Manual"
Limitations on Authority	Payments over £20.00 from office account
Responsible to	Department Head and Practice Manager
Responsible for	Self