

**We do inspiring.
We do results.**

we do
opportunity



**Legal Secretary,
Dispute Resolution &
Claims**



Full Time



Dundee

Welcome to a very different kind of law firm. One that recognises its success is down to its people. Where you can be yourself. Be inspired by your talented work colleagues. Where you'll feel part of a dynamic team. Where, right from the start, you will be trusted with responsibility. This is what a rewarding career looks like at Thorntons.

What to expect

Thorntons' Commercial Litigation team has extensive experience across Scotland in a wide variety of disputes and we pride ourselves on delivering the best service and the right results for our clients. Our team are regularly engaged in both Sheriff Court and Court of Session cases as well as Alternative Dispute Resolution, including mediation and arbitration on a variety of commercial disputes. We're now looking for another Legal Secretary to join us, providing vital administrative support to the team on a variety of interesting cases with full support from other colleagues.

- ▶ Preparing and formatting letters, legal documents and other correspondence, including audio and copy typing.
- ▶ Assisting with general email and telephone enquiries and capturing and relaying important information and messages accurately.
- ▶ Support the legal team through the efficient use of our case management system. (training will be provided on this).
- ▶ Maintain accurate and complete file records, including tracking document versions and revisions.

- ▶ General administration and assistance in the preparation of relevant legal and court forms using the appropriate online portals.
- ▶ Preparing and issuing invoices.
- ▶ Photocopying and scanning documents.
- ▶ Assist with incoming and outgoing mail, including distribution and delivery of correspondence.
- ▶ Calendar management, including scheduling appointments, meetings, and conference calls.
- ▶ Coordinate business travel arrangements and accommodation where needed.

What we're looking for

- ▶ Previous legal secretarial or other relevant experience in a legal administration role is preferred
- ▶ Excellent written and verbal communication skills, with good attention to detail.
- ▶ Strong organisational skills, with the ability to prioritise tasks effectively.
- ▶ Professional demeanour and ability to maintain confidentiality.
- ▶ Willingness to learn and adapt to new tasks and responsibilities.
- ▶ Ability to work collaboratively as part of a team and independently when necessary.
- ▶ Close attention to detail.
- ▶ Excellent people skills - confident and able to work as part of a bigger team across multiple locations and remotely.
- ▶ Calm under pressure with the ability to deliver to competing deadlines
- ▶ An excellent knowledge of Microsoft platforms including Word, Outlook, etc.
- ▶ A working knowledge of using online digital dictation would be beneficial but is not essential as training will be provided
- ▶ Commitment to providing the very best service to clients

Doing What's Right

A great working environment is the first thing you'll notice. One where you'll be inspired and supported by your colleagues. Where we'll help you achieve what you want from your career. Where you can have both flexibility and connection with our supportive culture. Where you are valued. Where your voice is heard and you can make a difference through our employee network groups.

As your employer

Our benefits package goes well beyond competitive remuneration and we recognise and reward your hard work - learn more at [rewarding you](#)

For your Health and Wellbeing

Our Healthcare Cash Plan covers things like dental, optical, physiotherapy, chiropody, therapy and health screening needs. Our mental health first aiders and access to a 24-hour counselling line provide support for your mental and emotional wellbeing.

Embracing Diversity and Inclusion

We strongly believe in a diverse and inclusive working environment: one that does not tolerate any form of discrimination at any level. We value a truly diverse workforce: we are all equally different. We celebrate our individuality: from gender, sexual orientation, ethnicity, faith to life experience, we know our differences make us stronger, together.

For our Community

We're proud to be part of the communities we serve across Scotland, that's why we actively engage with charities that support them. From our annual Charity Wills campaign to regular fundraising and volunteering opportunities, our colleagues give back to communities with skills and advocacy as well as funds.

Application closing date: 28/04/24

Send a CV to

opportunities@thorntons-law.co.uk

Or apply online at

thorntons-law.co.uk/careers

Thorntons is a trading name of Thorntons Law LLP

