

**LEGAL SECRETARY  
Maternity Cover****Overview**

ByrneWallace is a large and progressive law firm, providing a full range of legal services to our clients. We are currently looking to employ a number of experienced legal secretary. This is an excellent opportunity to secure an interesting legal support role within the Firm, where you will be working with our partners and solicitors to ensure we provide a quality service to our clients, in an efficient manner. The working environment is both challenging and interesting, as we are at the leading edge in many of the legal areas in which we practice.

**Key Responsibilities**

- Produce quality work fast and efficiently
- Document Management System- open new files and maintain existing files
- Draft and redraft documentation using advanced features of Microsoft Word 2007
- Deal with solicitors on a pro active basis- communicating any problems which may arise and suggesting solutions to overcome them where suitable
- Manage & organise solicitors with all aspects of their diaries
- Take telephone messages and manage client relationships
- Filing & general administrative Support

**Application Requirements**

- Previous experience within the legal environment is essential
- Fast accurate **Digital Dictation. Previous experience with Bighand is essential- minimum 65 WPM**
- Advanced Microsoft Word- Excellent Microsoft Outlook - Proficiency in Microsoft Excel and Microsoft Powerpoint. (2007 Applications)
- Experience of the Irish legal system

**Skills & Competencies**

- Professional manner and approach
- Strong communication and interpersonal skills
- Ability to work on own initiative and as part of a busy team
- Demonstrate attention to detail & excellent organisational skills
- Maintain confidentiality internally and externally
- Flexible attitude
- Contribute to the business objectives and liaise with other teams within the firm where suitable

**Contact Details**

**Email:**

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**Closing Date**

Friday 12 March 2010