

Peter Doyle

Solicitors

Typist/Legal Secretary

We are looking to recruit a typist/legal secretary for a permanent, full time position. This is a small but busy office dealing mainly with conveyancing, family law, litigation and probate. Although this is a junior position there is potential to gain broad experience, take more responsibility and develop as a legal secretary.

Duties will include:

- AudioTyping
- Typing
- Reception/answering calls and dealing with client and third party queries
- Diary management
- General Office Admin
- Opening files, filing and archiving of files
- Recording incoming and outgoing post

Requirements:

- Typing 50+ WPM
- Fluent English
- Proficient MS Office skills
- Good communication skills

CVs and references can be emailed to us at admin@peterdoylesolicitors.ie or posted to 5 Rathfarnham Road, Terenure, Dublin 6W, D6W T802.