

Job Title: Legal Secretary/ PA - S009486

Salary: €36-40k DOE, parking, pension, annual leave etc.

Location: Dublin City Centre

Recruitment Plus are now recruiting for a Legal PA position.

Role:

Our client is now seeking a **Legal Secretary/ PA** to join their team. This role will be based in Dublin City Centre. The successful candidate will work directly with the Director of Finance and Administration.

Role Responsibilities:

- Dealing with a number of general written and telephone queries.
- Administrative support for other departments from time to time.
- Maintaining electronic and manual filing systems.
- Dictaphone typing
- Processing post and faxes, filing, photocopying etc.
- Minutes of meetings, typing reports and preparation of agenda.
- Invoicing, preparing lodgements, debtor control and administrative work.
- Responsibility for all administrative needs of the Finance Committee.
- Administering refunds when needed.
- Processing claims on the company's Life Scheme, which is a life insurance policy.
- Review of various processes
- Maintaining departmental leave plan.
- Processing annual tax saver tickets for employees
- Administrative support and any other ad hoc projects undertaken by the Director.

Skills and Experience Required

- Candidates must have 5 years' experience in a similar role and have experience of working as a legal secretary
- Must have fast accurate Dictaphone typing (Winscribe).
- Experience of handling discrete administrative areas without supervision.
- Proficient on Microsoft Word and PowerPoint.
- Experience in dealing with numbers and spreadsheets, using Excel.
- Flexible attitude.
- Ability to multitask and meet deadlines.
- Strong organisational, prioritisation and time management skills.
- Good interpersonal skills are essential.
- Capable of working on their own initiative.
- Ability to take ownership of queries/issues

For more information please call Lorna on 01 2788610 or send your CV in confidence using the following link:

<http://www.recruitmentplus.ie/job/personal-secretary-s009486/>

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Tel 00353 1 2788610. Terms Apply.