

Apprentice Legal Secretary

Based in DUNDEE or PERTH

Miller Hendry are offering two apprenticeships commencing in June 2016. The apprenticeship lasts two years and is made up of four six month blocks of training covering Court, Residential Property, Commercial and Private Client departments.

The Key Duties and Responsibilities of a Legal Secretary are:

Typing and word processing audio/copy, dealing with correspondence and checking enclosures, drawing simple correspondence, processing simple legal documents, producing memos, dealing with notes, processing forms etc, taking and passing on messages, making and taking telephone calls, photocopying, providing relief cover for reception, uplifting titles from safes, filing including: keeping files up to date, retrieving old files, and titles, putting files away in cabinets, archiving.

Ideally candidates should have, or expect to gain, Standard Grades at 3 or above including English and Maths along with good keyboard skills and an awareness of Microsoft Office.

As part of the apprenticeship you will be expected to study towards Business Administration SVQ Level 2 and/or Level 3

To apply please send a covering letter and CV to:

Audrey Harte, HR Adviser, Miller Hendry,
10 Blackfriars Street, Perth, PH1 5NS or
Email: hr@millerhendry.co.uk.

Closing date Friday 27th May 2016