



REDROW GROUP SERVICES LIMITED

JOB DESCRIPTION

- Post Title:** Legal Secretary
- Responsible to:** Conveyancer
- Accountable to:** Group Company Secretary/Legal Director
- Location:** Redrow House, St. David's Park, Flintshire CH5 3RX
- Qualification:** This position demands absolute discretion and confidentiality. The person must have knowledge of the Conveyancing legal field, be able to use their own initiative, handle multiple priorities, be self-motivated and have excellent typing skills. They must also be proficient in the use of e-mail, Microsoft Word, and audio typing is essential and have worked with a residential property case management system.

JOB PURPOSE

To provide full secretarial support to a Conveyancer.

RESPONSIBILITIES

1. Full secretarial support to a Conveyancer. This includes: -
 - File handling
 - document production/form filling
 - typing, including Legal Reports
 - handling all phone calls and mail
 - Inputting data onto case management system correctly and accurately
2. General secretarial and support duties for other members of the Legal department.
3. Ensure familiarity with Redrow Group's Health, Safety and Environmental policies and comply with employee responsibilities.
4. At all times comply with company policies, procedures and instructions.

5. Implement new ideas and methods and continue to seek ways of both improving contribution to the organisation's goals and enhancing the reputation of the company.
6. General secretarial duties for the Conveyancing Secretarial team and other support for the Department as required.
7. Other administrative duties as reasonably required by the Department Head.

Working Relationships:

Effective working relationships are an essential part of daily working life.

The focus in this role is both:-

Internal: Colleagues within the Legal Department, the Operating Divisions and other Group departments

External: Develop an awareness and understanding of Conveyancer's external contacts in order to efficiently perform key responsibilities of the position.

These are illustrative duties and the post holder will be expected to become involved in a range of work to enable the department to respond effectively to the requirements of the Company.