

# Secretary

## Staverton

Hazlewoods secretarial team provide secretarial and administration support to the Partners and their teams.

The secretarial team is part of our fantastic business support function which is key to our continued success.

We are actively seeking an enthusiastic individual to join our growing team. As a Secretary, you'll play a crucial role in our office by providing behind-the-scenes support.

If you have a keen eye for detail and a passion for contributing to a dynamic work environment, this role could be perfect for you!

### The right person will:

- Liaise regularly with the fee-earning team regarding clients, meetings, billing, etc.
- Deal with daily correspondence and administration.
- Manage diaries effectively, arranging meetings and travel with forward planning.
- Be the first point of contact for all incoming queries, both internally and externally.

- On-boarding new clients and then conducting AML checks.
- Maintain relevant databases.
- Plan and organise team events.
- Manage the progress with various projects, ensuring the team are on top of any current work.
- Provide holiday cover for the secretarial team.

### You will thrive in this role if:

- You will have a minimum of 3 years secretarial or admin related experience relevant to this role
- You are familiar with Microsoft Office applications, including Word, PowerPoint and Excel.
- You are flexible with a can-do attitude and initiative.
- You possess very strong organisational skills.
- You are confident with the ability to stay calm under pressure.
- You have good geographical knowledge.
- You have used document management systems before, but not essential.

