



# **LEGAL SECRETARY/PA**

## **c£16K**

- **Our client is a well established Nottingham law firm.**
- **Based in the Family Department supporting Solicitors, audio and copy typing legal documents.**
- **Providing probate support to solicitor level, attending meetings whilst managing a busy diary.**
- **Experience in a secretarial role with a background in family desirable.**
- **Ops available in West Bridgford and Nottingham City Centre.**

**NOTTINGHAM**

**REF: 079**