



Commercial Property Secretary/PA

Practice Area	Commercial Property
Line Manager	Rachael Spalton
Hours	36
Location	Hertford

About Longmores

Longmores is a progressive firm of specialist solicitors renowned for its professional yet personal service that has been advising businesses and individuals in Hertfordshire and across the country since 1819. All our solicitors and fee earners are specialists in their respective areas of law acting for a wide range of commercial, private and public sector clients.

We are ranked in the legal directories [Chambers UK](#) and [The Legal 500](#) and hold many accreditations including Lexcel, Customer Service Excellence, Cyber Essentials+. Everything we do is underpinned by our core values:

- Open and honest
- Working together
- Valuing people
- Taking pride in what we do

Find out more about the firm at www.longmores.law

About the role

The purpose of the role is to support the Partner and Head of Commercial Property undertaking administrative work and minor fee earning work encompassing post completion documents and the preparation of standard form documents. We are looking for a flexible, hardworking individual who thrives on variety and is prepared to take ownership of tasks. It is essential that the successful candidate has a sound knowledge and practical experience of commercial property work and who is already experienced in a similar role within commercial property. In addition, they must have excellent organisation and communication skills and be able to use their own initiative.

You are appointed to assist the members of the commercial property practice area in carrying out their duties and responsibilities. You will be expected to work as a team member within your practice area and the firm.

Skills, experience and qualifications

- To provide secretarial and administrative support within the commercial property practice area
- To maintain the highest level of confidentiality always.
- Proactively manage diaries and possess time management skills
- To liaise with clients (and third parties) by correspondence, telephone, or attendance. Answer queries and relay necessary information in a professional and confident manner
- To type a wide range of documents with speed and accuracy and paying attention to detail
- To draft routine correspondence
- To assist in the preparation and proof reading of legal documents
- To assist the other members of the commercial property practice area in organising their work effectively
- To build and maintain client relationships
- To carry out any reasonable instruction from the HOPA and other members of the team in a quick efficient manner
- To prepare bills, covering letters and take responsibility for the monitoring and reporting of unpaid bills to fee earners and carry out follow up tasks
- To monitor client ledgers and liaise with fee earners regarding housekeeping matters, including dealing with accounting issues and file closures
- To carry out procedural file reviews
- To maintain the orderly running of client files and update file labels and outlook with key dates as and when necessary
- To participate in practice area meetings
- To comply with the Firm's file management and file organisation procedures
- To comply with the Firm's, SRA and the Law Society's rules about accounting procedures
- To comply with all office procedures and standards
- Under the overall guidance of the relevant team member to assist in dealing with clients' matters in an efficient manner
- To record messages and attendances and to ensure that the relevant team member receives information in an appropriate and timely manner
- To assist with Seminars if required

About the person

- Appropriate Secretarial qualifications and/or experience
- Experience and ability to work in a confidential manner
- Ability to multi-task and cope with a busy and varied workload
- Excellent IT skills
- Exemplary level of attention to detail
- Efficient time-management skills

- Efficient, reliable, helpful, and enthusiastic
- Confident, professional, and friendly with the ability to build good working relationships internally and externally
- Initiative, drive and motivation to work at home
- Effective and proactive team worker
- Flexible and adaptable mindset
- 'Hands-on' approach
- Meticulous organisational skills
- Excellent oral and written communication skills
- Excellent client service skills
- Personable and professional manner
- Honesty and discretion
- Ability to work under pressure and within deadlines
- Ability to problem solve

General requirements

- To work within the commercial property team and within the Firm if required
- To perform any duty not specifically referred to above, which may be reasonably requested by the commercial property team
- To maintain a level of confidentiality appropriate to role
- To deal with colleagues, clients, and other external contacts in a friendly and efficient manner
- To observe the Firm's policies, rules, and procedures
- To act in the best interests of the Firm always
- To have a suitable work space at home and efficient broadband.

How to apply

Please email Su Turley, Head of Operations, at su.turley@longmores.law with your CV and a covering message explaining your interest in the role.