

We seek an experienced trust and estates secretary to support the team. Experience in property would also be an advantage.

This is a true PA role where you will be required to liaise between clients, trustees, accountants, Martelli McKegg staff and other key stakeholders. You'll have exceptional organisational skills and the drive to see jobs through from start to finish. You'll also need to be flexible and have an eye for detail.

You will need at least three years' experience in a similar role.

This is a fulltime position working 8.30am-5pm. We offer on the job training in our systems however an advanced knowledge of Microsoft products would be beneficial; Word, Excel and Outlook in particular. Duties include

- Managing schedule and diary;
- Preparation of meeting papers, minutes and agendas;
- Managing partner's work needs in all areas including travel organisation, telephone calls, electronic and hard copy filing; expense claims; correspondence, dictation, time entry and mail;
- Monitoring Partner's email, delegating and responding as and when required;
- Transcription, copy typing and drafting of legal documents including Wills, EPA's, deeds, letters, memorandums, bills and statements;
- Opening new files and preparing letters of engagement;
- Opening and management of new and current clients;
- Liaising with clientele;
- Monthly billing;
- Trust administration including management of grant applications, payment of grants, invoices, and distributions to beneficiaries, management of trust deeds and minute book, liaising with other trustees, beneficiaries, accountants and financial advisors.

We offer the latest technology, a supportive team environment and a great social club.

Don't miss this opportunity - apply today!