



GILLIGAN BLACK RECRUITMENT LIMITED



#JOB-2358035



City Centre, Co. Dublin,



No of positions : 1



Paid Position



40 hours per week



45000.00-50000.00 Euro Annually



02/10/2024



30/10/2024

## How to apply

### Application Method :

Please apply to the vacancy by the following means:

Email : karen.mcgregor@gilliganblack.ie



Open your camera app & point here to view this ad online



## Legal Secretary

### Application Details

In order to work in Ireland a non-EEA National, unless they are exempted, must hold a valid employment permit. Please review the [Eligibility and requirements for an employment permit](#) if you are unsure of your eligibility to apply for this vacancy.

### Job Description

Legal Secretary

Dublin city centre

Salary €45K to €50K DOE

This busy and growing Practice are hiring and looking to recruit an experienced Legal Secretary with litigation experience to work on their Litigation Team. You should have no less than 3 years' experience, be well organised, with excellent attention to detail and have the ability to work as part of a team.

Typically, your day to day will involve

Digital dictation and production of all documents, correspondence, pleadings, and briefs.

Interact with the Firms Solicitors on a proactive basis.

Manage and organise Solicitors in all aspects of their calendars.

Support client relationships.

File management.

Liaising with the legal cost team.

It is expected you have a minimum of three years Legal Secretarial experience with excellent typing skills required, at least 60+ Words per minute or more.

If you have the relevant skills and experience please apply today for immediate consideration.

- **Sector:** professional, scientific and technical activities

### Career Level

- Experienced [Non-Managerial]