



SOLICITORS FOR YOU LIMITED



#JOB-2402901



F.G. PHELAN & CO., Davitt Place, Swinford,  
Co. Mayo, F12 W281



No of positions : 1



Paid Position



35 hours per week



Dependent On Experience



16/07/2025



13/08/2025

## How to apply

### Application Method :

Please apply to the vacancy by the following means:

Email : [leanne@westlex.ie](mailto:leanne@westlex.ie)

Phone : 0949251496

Address:

[Westlex Solicitors](#)

[Davitt Place](#)

[Swinford](#)

[Co. Mayo](#)

[F12 W281](#)



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## 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

Practice area: General practice but primarily Litigation and conveyancing.

West of Ireland Legal practice are looking to recruit a full-time Receptionist/ Legal Secretary to join our team.

Duties and responsibilities will include:

Dealing with telephone calls, meetings, greeting and liaising with clients.

General administrative and secretarial support including audio typing documents and letters.

Preparing briefs, file management including photocopying, filing, and scanning.

Manage Diaries, schedule appointments and support day-to-day case management.

Ideal candidate:

Excellent computer skills including knowledge of Microsoft products.

Experienced typist with strong accuracy and speed.

Can work on your own initiative and is a confident and effective communicator.

Knowledge and experience in the Advanced case management system is an advantage but not a pre-requisite. Training will be provided.

Salary commensurate with experience.

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

### Career Level

- Experienced [Non-Managerial]

### Candidate Requirements

(Essential)

- **Minimum Experienced Required (Years):** 2
- **Minimum Qualification:** Level 5 (incl Leaving Certificate/ Leaving Certificate Applied/ Leaving Certificate Vocational Programme)

(Desirable)

- **Ability Skills:** Administration, Customer Service, Interpersonal Skills

- **Competency Skills:** Collaboration, Teamwork, Time Management, Working on own Initiative
- **Specialising In:** typing;microsoft office