



Gilligan Black Recruitment Ltd



#JOB-2403287



Co. Dublin,



No of positions : 1



Paid Position



40 hours per week



40000.00 Euro Annually



18/07/2025



15/08/2025

## 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 – Healthcare Litigation

### 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 – Healthcare Litigation

Dublin City Centre

Salary €40,000

A leading law firm based in Dublin city centre is currently seeking a Legal Secretary to join their Healthcare Litigation department. This is an exciting opportunity to become part of a progressive and dynamic legal team, working alongside the Managing Partner's Personal Assistant and supporting high-quality, rewarding litigation work.

In this role, the successful candidate will provide comprehensive administrative and legal support within a busy litigation team. Responsibilities will include drafting and formatting legal correspondence and documentation to a high standard, handling client communications in a professional and timely manner, and managing dictations and schedules efficiently. The position also involves maintaining and updating case files, coordinating appointments and deadlines, supporting legal research, and assisting in the preparation of case materials. Additional administrative duties will be required as part of the wider support function, including invoice processing and general office coordination.

The ideal candidate will bring at least three years of experience in a legal secretarial role. Familiarity with Microsoft Office is expected, while experience with legal practice management software, particularly Practice Evolve, would be an advantage. Exposure to medical terminology is a must.

Apply today for immediate consideration

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

### Career Level

- Experienced [Non-Managerial]