



<b>Job Description – Admin Assistant</b>
<b>Department:</b> Dispute Resolution
<b>Reporting to:</b>
<b>Salary:</b>
<b>Employee Name:</b>
<b>Employee Signature:</b>

## Who are AFG Law?

Established in 1897, AFG Law is a multi-disciplinary law firm who provides a range of services across the Northwest and beyond. It is built on traditional foundations combined with modern values and a fresh, forward-thinking approach. It is our mission to offer outstanding legal services, utilising our wealth of expertise and knowledge to advocate for our clients and simplify the process, cut the jargon, and achieve the best possible outcomes.

At AFG Law, it is our vision to grow, invest and innovate, to be the law firm of choice in our region and beyond with a reputation for exceptional levels of client service. We provide a great place to work, that offers tangible paths of progression and rewards for a job well done. We will shout about our successes both internally and externally, understanding that effective communication is crucial to build both our team and our client base as we expand into new geographical areas.

Through building strong relationships with our clients and always working with the utmost professionalism, we ensure they feel secure in our hands. We have a social conscience and value our local community, supporting several noble causes, as well as being a key presence on the regional business circuit.

We are looking for a Legal Secretary in our Dispute Resolution team, based in our Bolton office.

**Role Overview:** The legal secretary will provide comprehensive administrative and secretarial support to the dispute resolution team, assisting solicitors and legal executives in managing litigation and other contentious matters.

*AFG Law as a firm is passionate about its people.*

## Key Duties and Responsibilities

- Preparing, editing, and formatting legal documents, correspondence, and court bundles.
- Managing diaries, scheduling meetings, and organising travel arrangements for fee earners.
- Handling telephone enquiries and liaising with clients, barristers, and court officials in a professional manner.
- Maintaining and updating case files, both electronically and in hard copy.
- Assisting with billing, time recording, and general financial administration.
- Ensuring compliance with confidentiality and data protection requirements.
- Handling incoming and outgoing phone calls, correspondence, and mail.
- Liaising with clients.
- Completing dictations.

## JOB DESCRIPTION – Legal Secretary

- Maintaining and updating electronic filing systems and client data.
- Schedule appointments, meetings, and conference calls.
- Answer and direct phone calls and enquiries in a professional manner.
- Greet and assist clients and visitors when they visit the office.

### **Qualifications and Skills**

- Proficiency in English language, at least at a foundation level is required.
- Proficiency in Microsoft Office Suite (Word, Excel and Outlook).
- Strong organisational skills with great attention to detail.
- Excellent verbal and written communication skills.
- Ability to maintain confidentiality and handle sensitive information.
- Professional demeanour and strong interpersonal skills.
- Proactive, adaptable, and able to work both independently and as part of a team.

### **Employee Benefits:**

Following the successful completion of a three-month probation period, the successful applicant will benefit from:

- 25 days' annual leave, in addition to bank holidays
- Additional leave for your length of service
- 1-day annual leave for your birthday
- 1-day recharge day
- 2 Volunteer days – Paid leave each year to participate in volunteering activities
- The opportunity to buy and sell annual leave
- Annual Christmas company shutdown
- Attendance bonus
- Social Committee events
- Innovation Group contributions to help build better ways of working
- Employee gift scheme for important dates and milestones
- Refer a client incentive
- Refer a colleague incentive
- Continuous learning and development opportunities
- Flexible working – subject to business needs and your role within the Firm