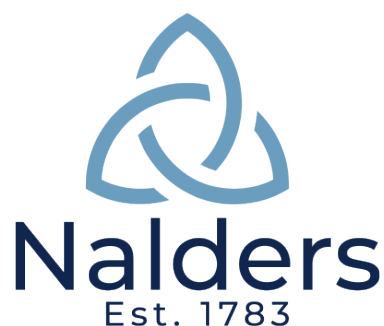




Private Client Secretary

- Truro
 - Permanent
 - Monday-Friday: 9-5 (35 hours per week)
 - Immediate Start
-

This is a fantastic opportunity for a hardworking office services professional to join a thriving firm. We are looking for an organised and proactive professional to join our growing Private Client department.

The successful candidates will report to a Partner based at the office and will work to ensure they provide an accurate, timely and professional service to all clients. We require applicants who can represent the firm's brand positively at all times.

Duties will include answering the telephones, audio transcription, copy typing, filing, scanning and general administration duties. The ideal candidates will have good communication and interpersonal skills and demonstrate excellent client care. Previous experience in case management systems and legal services would be desirable but not essential as full training will be provided.

About Nalders:

We are one of the largest law firms in Cornwall with seven offices in Truro, St Austell, Camborne, Falmouth, Helston, Newquay, and Penzance. For over two centuries, local people, families, and businesses have trusted Nalders to manage their legal matters in a diligent, timely and cost-effective manner.

Why work with us:

We offer a range of staff benefits:

- Ongoing support and training
- Discount on services (subject to length of services)
- Contributory pension scheme
- Exam and Study Leave
- Support staff bonus scheme
- Eye Care Scheme

Apply now:

If you are interested in being considered for the role, please send your CV and a covering letter to the HR Department at careers@nalders.co.uk.