

We're looking for a secretary to join our commercial team

Naturally, you'll be a great team player.

Nelson

Duncan Cotterill has four offices in four distinct markets underpinned by an energetic, diverse and collegial partnership.

As a full service law firm with a national presence, we occupy a unique position in the legal market, delivering quality legal advice and exceptional value to clients, including leading private and public sector organisations and high net worth individuals.

Our commercial team are looking for a talented and experienced secretary to join a particularly busy team. You'll have prior experience working with property matters, excellent attention to detail, be comfortable prioritising and managing your time as well as being a top user of Outlook, Word, Excel and Powerpoint too. You are renowned for your secretarial and typing skills and comfortable working in a role with a reasonably high level of dictation.

This is a perfect opportunity for any secretary wishing to develop their career and enjoy a greater variety of work and responsibility in a bigger firm. You'll be a team player, but keen to fulfil your own potential. You'll be good with people and have excellent communication skills.

We are seeking candidates who are quick learners and flexible to attend to any task that is required. Along with the experience above, we want to hear from candidates who are friendly, helpful and professional with great communication and time management skills. You'll enjoy being part of a dynamic team and have the confidence to work autonomously.

If this sounds like you, please apply by email to Kirsten Wood our HR Manager at careers@duncancotterill.com

Moving on tomorrow.
Today.



duncancotterill.com