



PRIVATE CLIENT ASSISTANT

Department: Private Client
Reporting to: Head of Department
Hours: Full Time
Location: Offices in Worthing and Chichester

The Opportunity: Bennett Griffin is a progressive, commercially successful but also friendly firm which has a strong reputation for providing excellent client care and service.

Our Private Client Department encompasses three teams; Estate Administration, Wills and LPAs, and the Care, Capacity and Court of Protection Team. This is your chance to work with a close-knit and caring team which covers a variety of interesting work.

We are looking for an experienced Legal Secretary/Assistant to work with us on a full-time basis. The successful candidate will work across all areas of the Private Client Department, providing support to our Fee Earners.

Ideal Candidate: Our ideal candidate will:

- Have previous experience of working in a Private Client Department.
- Have excellent secretarial, administrative and IT skills and be open to working in a paper-lite environment.
- Be self-motivated, have the ability to multi-task and be able to work on their own initiative as well as within a very supportive team.
- Have excellent client care and communication skills (verbal and written) with the ability to build and maintain professional relationships with third parties, clients and colleagues.
- Have excellent attention to detail with the ability to work efficiently and accurately under pressure.
- Be able to assist with ensuring that our files are compliant with our internal procedures and processes and Lexcel accreditation.

Benefits:

- Competitive salary.
- 23 days holiday, plus Bank Holidays, plus additional birthday day.
- Health care package.
- Hybrid working environment.
- Firm pays parking costs.

Application: Please send your CV and covering letter, including your salary expectation, to Kathy Grieve, Operations Manager, at kag@bennett-griffin.co.uk quoting reference PCA01