



Criminal Defence Solicitors – Receptionist/Secretary

Derby Office

VHS Fletchers Solicitors are a leading firm of Criminal Defence Solicitors across the East Midlands. An opportunity has arisen for an enthusiastic individual to join our team based on St Mary's Gate within the heart of Derby Cathedral Quarter. This successful applicant will join an outstanding team with a strong reputation for excellence when dealing with sensitive matters.

This role includes general reception duties in addition to assisting the current team with secretarial duties such as:

- Audio Typing
- Dealing with clients face to face and by phone
- Data Inputting to assist with the opening and closing of files and time recording
- Assisting in the preparation of reports for cost purposes
- General Office Administration tasks

Full training will be provided in accordance with VHS Fletchers Solicitors procedures.

This role will be suitable for those with previous secretarial experience or others with a keen interest in assisting the public through criminal defence work.

The role is available for an immediate start but this is negotiable for the right candidate.

If you meet the above criteria, please apply by e mailing an up-to-date CV together with a covering e-mail to tim.haines@vhsfletchers.co.uk.

Salary: Competitive and dependent upon experience

Application: CV and covering email to tim.Haines@vhsfletchers.co.uk

Closing Date: 27 April 2022

Start date: Immediate start subject to negotiation