

Float Legal Secretary – Part Time

The Opportunity

We have the opportunity for an experienced Legal Secretary join our busy team at our Longsight Office as a Float Legal Secretary. This is a part time position (4 hours per day – we are flexible with regards to the hours that you work).

The Person

The ideal candidate will have previous legal secretary experience. They will also possess good word processing skills, telephone and interpersonal skills and the ability to work within a team.

To Apply

Send your CV and a covering letter stating your current salary to:

Karen Hart, Human Resources Officer
Glaisyers Solicitors LLP
One St James's Square
Manchester
M2 6DN

Alternatively email it to kxh@glaisyers.com.