## Residential Property Department

Tanners Solicitors LLP are looking for an experienced legal secretary to join our growing property team based in Cirencester. Working in a friendly professional team dealing with bespoke country houses and City properties for our high net worth client base. This is a unique opportunity for someone looking for a new challenge in their career. Cirencester is a lovely market town in Gloucestershire and offers a wonderful area to both live & work.

The successful candidate will have:

* excellent audio typing skills, IT literate with experience of using Microsoft packages
* experience of working within a law firm environment
* high levels of speed and accuracy in all aspects of your work
* the ability to develop effective working relationships both internally and with our clients
* a proactive, can do attitude and be passionate about all you do
* a flexible attitude coupled with excellent communication skills
* a high level of attention to detail and enjoy working within a friendly working environment

**Salary depends on the candidate but we offer a very competitive package to include:**

Aviva Health Cover [with medical history disregard]

Pension & life cover

Flexible working where appropriate

20 days holiday plus Christmas close down & Bank holidays, with extra days up to 25 after a qualifying period

Free car parking

Good training & development opportunities within the firm

For more information please contact Trudy Stradling, Assistant to the Managing Partner.

Tel: 01285 646126  
[tcs@tanners.co.uk](mailto:tcs@tanners.co.uk)