



## **Latest Job Vacancies with Bright & Sons**

### **TRAINEES**

Bright & Sons currently have no trainee positions for 2009/2010

To apply for the following positions, please email your CV with covering letter to [lisa.henderson@brights.eu.com](mailto:lisa.henderson@brights.eu.com) or post to Bright & Sons, West Square, Maldon CM9 6HA

### **FAMILY SECRETARY**

We require an experienced Legal Secretary to work within our Family Department.

We are looking for an efficient and positive team player with good all round legal secretarial, admin and IT skills together with excellent audio typing. Additionally, first-rate communication skills are required together with the ability to liaise efficiently with clients.

Prior legal secretarial experience is required ideally within the Family area.

We offer a pleasant working environment, a contributory pension scheme, life assurance, and competitive salary. We are an equal opportunities employer and are Lexcel and IIP accredited.

### **RECEPTIONIST**

We wish to recruit an experienced receptionist for our Maldon office. The successful applicant will have a strong receptionist/administration background in a client-facing role.

You will assist in providing an efficient and effective support service, both on reception and administrative. A high standard of inter-personal and communication skills are required for this role, along with IT literacy and experience of using Microsoft Word and Outlook to include diary management. Previous experience within a professional office environment is preferable.

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