Job Title: **Document Production Specialist**

Team: **DPS & Overflow**

Status: **Full time, 9 to 12 month fixed term contract**

Hours of work: **9.30am to 5.30pm, Monday to Friday with one hour lunch break**

The Document Production Specialist role will form part of the firm's secretarial team and providing an accurate and high quality document production service to partners and fee earners in all practice areas. Working collaboratively with secretaries to ensure that the partner and fee earner deadlines are achieved.

**The core responsibilities of the DPS role will include :**

* Create and amend documents from handwritten mark-ups accurately;
* Create documents and correspondence using digital dictation (BigHand);
* Create and amend PowerPoint presentations to a high standard;
* Strip and reformat documents into Wedlake Bell house style;
* Ensure documents meet the standards of in-house style and procedures;
* Troubleshoot problem documents using extensive knowledge to find solutions;
* Proofread all work to ensure accuracy, correct layout etc;
* Advanced use of track changes;
* Document comparisons using CompareDocs;
* Answer and respond to all incoming requests in a prompt and effective manner.

**Skills and Qualifications**

* At least 2-3 years solid document production experience within a law firm;
* Excellent keyboards skills including typing speeds of 60wpm (copy typing) and 50wpm (audio typing) and an advanced knowledge of all Microsoft Office applications (Word, Excel, PowerPoint);
* Confident, friendly and approachable individual who works well on their own initiative and as part of a team; strong communication and organisational skills, enthusiastic and committed team player with a pro-active, helpful, willing and "can do" attitude at all times;
* Experience of working to deadlines, prioritising a busy workload and working under pressure, especially when working towards deadlines;
* Experience of using a document management system (FileSite);
* Experience working with Excel spreadsheets;
* Knowledge of track changes;
* Critical eye for detail and accuracy is a must;
* Excellent IT skills;
* Comfortable working with people of all levels of seniority.