

hopkin murray beskine

Family, housing and public law specialists

Vacancy – Paralegal/Administrative assistant

Hopkin Murray Beskine have a vacancy for a paralegal/administrative assistant, to commence in September 2019. The role will involve providing paralegal and administrative support to our busy family, housing and public law teams as well as some reception duties.

We are a long established North London firm with clients from across London and beyond, who come to us because of our expertise in family, housing and public law. We have a thriving legal aid practice together with a substantial volume of privately funded cases. We are recommended by the Chambers UK Guide and Legal 500.

We provide a collaborative workplace where you will be well supported and supervised. The firm has a modern practice management system, which you will be trained to use. You will also receive training to use the Legal Aid Agency's online client management system for civil and family cases (CCMS).

The work carried out by our family team includes acting in public law care proceedings, privately funded financial remedy proceedings, contact and residence disputes, domestic abuse cases and international child abduction in the High Court. Our housing and public law team deals with a range of litigation in the County Court (including disrepair and possession claims, homelessness appeals, and illegal eviction) as well as judicial review claims in the High Court and appeals in the Court of Appeal and Supreme Court.

The role will require someone who is well presented and has good oral and written communication skills. Previous experience of working in a solicitors' office is desirable but not essential. This would be a suitable role for applicants who have completed a law degree/GDL. It would also be a suitable role for applicants who will be undertaking the LPC or BPTC part-time.

Closing date: 10am on Monday 19th August 2019

Please note that interviews for shortlisted applicants will be held on Thursday 5th September 2019.

To apply to join our enthusiastic and successful team, download our application pack at www.hmbsolicitors.co.uk