

PARALEGAL VACANCY

Luqmani Thompson & Partners Solicitors is a niche legal practice in immigration, nationality, human rights and public law. We are consistently highly ranked by Chambers and Partners and we undertake a broad variety of both private and publicly funded work for our clients.

We are seeking to appoint one or more paralegals to assist our senior solicitors with their active caseloads including both immigration and public law matters.

The position is a great opportunity for a graduate or law student, but could also suit a non-lawyer who has relevant office or administrative experience. The successful candidate will work with the partners and other dedicated fee earners. We will provide training to the right applicant. The role does include administrative tasks, which are vital to the support of our solicitors, but subject to performance, you will also be given more complex tasks and the opportunity to work on unusual and interesting legal cases.

The successful candidate will have an awareness of our field of work and a genuine interest in the issues involved. The right person for the role must also have:

- Excellent communication skills and the ability to work well with people from all backgrounds
- Excellent English, literacy and maths skills, and
- Initiative, demonstrable organisational skills and attention to detail.

It is a full time post, but we will consider job share applicants or those who want to work part-time, subject to the needs of our business. We are looking for someone who might be able to start work with us as soon as possible, but not later than July 2018. The salary offered will be competitive and commensurate with the successful candidate's experience (between £18,000 and £22,000). 25 days holiday per annum in addition to public/bank holidays; contributory pension scheme.

Luqmani Thompson does recruit and train new solicitors. The paralegal position does absolutely not guarantee a training contract, but paralegals who perform excellently and who have the right qualities to become a trainee solicitor within our close-knit and dedicated team will always be considered for career progression.

How to apply

Please provide the below documents by email to walkerm@luqmanithompson.com by midnight on Sunday, 20 May 2018:

1. A covering letter explaining your interest in and qualification for this role, including details of when you would be available to start and indicating whether you are able to work full-time, or if not, the number of hours or days you are available to work; and
2. Your CV.

Luqmani Thompson is an equal opportunities employer committed to fair treatment of all candidates and employees regardless of age, gender, sexual identity, religion, disability or race.



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Authorised and Regulated by
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Authority SRA No: 00290208

Contracted with the
Legal Aid Agency

