



Miles & Partners is looking for a Legal Assistant

Miles & Partners is a highly regarded firm of solicitors ranked in Legal 500 and Chambers based in London E1 near Liverpool Street. We are looking for a bright law graduate with a professional outlook to join our expanding Mental Health & Capacity Team as a Legal Assistant providing paralegal support to one of our busy Capacity specialists.

The role will begin in January/February 2018 and will suit a BPTC/LPC graduate or similar looking for good quality professional experience while preparing to apply for Training Contracts or Pupillages.

Experience of working in a busy legal environment with Legal Aid and CCMS will be an advantage but is not essential. The successful applicant will have a positive outlook, good communication skills, numeracy and IT skills, a willingness to learn and accept responsibility, enthusiasm, commitment and the ability to work well in a team.

The role will primarily involve providing administrative support and, under supervision, assisting with preparing correspondence, statements and applications, attending clients and taking instructions, and legal research.

The role has a wide range of duties including liaising with the Legal Aid Agency, the courts, experts, counsel etc., attending interviews with experts to take notes, assisting in arrangements for conferences, preparation of court bundles and accompanying documentation, preparation of papers for Counsel and occasionally attending court with Counsel.

Initial contracts will begin mid-January 2018 for a 12 month-fixed term with the possibility for extending at the end of the term.

20 days annual leave in 1st year increasing with length of service.

Salary £21,000.00

Apply by email to Phil Walsh at pw@milesandpartners.com attaching covering letter and CV by **04.12.2017**.