

**Powell & Company Solicitors LLP****Family Law Administrative Support/Paralegal – South East London**

An exciting opportunity has arisen to join an innovative and growing department at a firm based in the Royal Borough of Greenwich.

The role will involve supporting and assisting the Family Department in respect of administration, such as the drafting of legal aid and court forms, drafting of letters, and liaising generally with both clients and colleagues on behalf of the department.

The role will also involve assisting fee earners with substantive fee earning work, with potential for the right candidate to conduct their own files, under supervision.

The successful candidate may be offered a route to qualification through CILEX or training contract, subject to experience and performance.

You must be committed to offering clients a personal and friendly service and be willing to work flexibly within a team.

Position is full time, permanent and available immediately. Salary is competitive.

Covering letter and CV to: [dbonner@powell-solicitors.co.uk](mailto:dbonner@powell-solicitors.co.uk)

Deadline: 16 February 2018