

## **PARALEGAL REQUIRED – CHILDREN AND FAMILY DEPARTMENT**

We are currently seeking a Paralegal to join our Children and Family team.

Our team is an established and thriving department. The successful applicant will be a graduate with a good academic record who will assist a team of highly experienced solicitors doing complex and sensitive work. A good academic background is required and previous experience as a legal assistant or a paralegal would be an advantage.

It is not essential to have taken the LPC, but the successful candidate would be expected to have an interest in pursuing a career in the law. Experience of using CCMS would be an advantage.

The successful candidate will be responsible for providing first class support to the team, including liaising with clients and counsel, drafting documents, general correspondence and administrative support and research and liaising with the Legal Aid Agency. What is essential is that you are highly motivated and professional, and are able to work independently so as to instil confidence among senior colleagues.

Steel & Shamash is committed to equality and diversity, and welcomes applications from all sectors of the community.

**Closing date: 30 April 2018**

Start date: as soon as possible.

Apply for a recruitment pack to:

[catherine.bekoe-tabiri@steelandshamash.co.uk](mailto:catherine.bekoe-tabiri@steelandshamash.co.uk)