

Full Time Paralegal - Family Department

TV Edwards LLP is looking to recruit an experienced paralegal to support and strengthen our dedicated team of Family lawyers in our Children Law team. The successful applicant will assist and support senior fee earners on a range of family matters. There will be an element of billing and general administration attached to the roles.

Our staff are, without doubt, our best asset and we reward performance, provide flexible working practices and positively encourage every individual's contribution as to how we deliver services.

Market leaders in legal sector IT infrastructure systems and billing, we offer excellent support and training opportunities acknowledged in our Lexcel accreditation and Investors in People awards.

Applicants are required to have good organisational and administrative qualities together with excellent communication, interpersonal and IT skills. Hours - 9.30 a.m. to 5.30 p.m. Mon – Fri. Competitive salary. 23 days annual leave.

An application pack giving full details of the role, application form and equality monitoring form can be downloaded from the website at <http://www.tvedwards.com/site/careers/opportunities>.

TV Edwards LLP holds the Lexcel and Investors in People Accreditation.

Completed applications must be sent by email to: - christine.woolfenden@tvedwards.com

TV Edwards is an equal opportunities employer