

Family Paralegal

Do to further expansion Watkins Solicitors are looking for 2 Full-time Family Paralegals to join one of the region's foremost specialist law firms.

The main responsibilities to include but not limited to:

- Assisting fee earners
- Dealing with new clients
- Appointments
- Preparing legal documents
- Assisting at court hearings and child conferences
- Preparing bundles and other administrative tasks as may be required

Successful candidate must be:

- Hard working
- Conscientious and committed
- Must have a degree and preferably some office experience
- Preference will be given to candidates who have passed the LPC. Knowledge of Microsoft Office and basic IT skills required

Company benefits:

- Child Care Scheme
- Bike2work Scheme

One position will be primarily based at our North Street branch and the other will be based primarily at our Kingswood Branch. Attendance at other branches will be required from time to time. A driving licence and own transport is preferred. Please request an application form from Jennene Warmington by email to jw@watkinsolicitors.co.uk. Immediate start. Salary from £16,300 to £17,500. Closing date 31st October 2017.

This firm welcomes applications from all sections of the community irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.