

Job Advert/ Description

Private Client Paralegal

An excellent opportunity has arisen for an ambitious Paralegal to join our Private Client team at our Head Office in Nuneaton. This is a new role due to the growth and expansion of the existing department.

In this role, the successful candidate will provide legal support and will assist with progressing client matters under supervision, working primarily with the head of department. The position will enable the successful candidate to develop their legal knowledge and experience and have the opportunity to progress to fee earner level in time through funded training.

Duties and responsibilities include:

- Drafting Wills and LPAs.
- Making appointments.
- Onboarding clients and undertaking all relevant ID and AML checks.
- Producing correspondence and documentation.
- Completing and submitting Probate Registry forms.
- Diarising tasks to actions in order to progress matters.
- Attending client meetings.
- Giving clients and third parties updates both in person and over the telephone.
- File management and closing.

The ideal candidate will have previous experience working within a busy Private Client department and preferably hold a Law Degree. They must possess drive and enthusiasm for this area of work, be an excellent communicator with exemplary client care skills. They must also be able to prioritise, multitask and have excellent attention to detail as well as being proficient in the use of MS word, outlook, and Excel. Experience working with a case management system is preferred but not essential.

This is a full-time, office-based position working 36.25 hours per week - Monday to Friday, 9.00am to 5.15pm (1 hour for lunch).

As well as offering a competitive salary and the benefits listed on our careers page, we will also contribute towards SQE course fees (if the successful candidate is or decides to go down this route).