



## **Legal Assistant – Dispute Resolution**

### **Role Details**

<b>Title:</b>	<b>Legal Assistant</b>
<b>Department:</b>	<b>Dispute Resolution</b>
<b>Location:</b>	<b>Onsite – Hinckley Office</b>
<b>Working Hours:</b>	<b>Full time</b>
<b>Work pattern:</b>	<b>Monday to Friday</b>
<b>Contract Term:</b>	<b>Fixed-term (6 months) – Potential for Permanent Placement</b>
<b>Salary:</b>	<b>Competitive - Dependent on experience</b>

### **Role Summary**

We are seeking an experienced and highly organised Legal Assistant to join our Dispute Resolution Team at our Hinckley office. This is an excellent opportunity for a proactive individual to contribute to a busy and dynamic department, providing essential support to our legal professionals.

The successful candidate will carry out all typical legal assistant and secretarial duties, including preparing legal documents, managing correspondence, handling client enquiries, maintaining case files, and providing administrative support to fee earners.

Experience in civil litigation, housing law, and legal aid work would be highly advantageous. This is a fixed-term contract for 6 months, with the potential to become a permanent position based on performance and business needs.

### **What We Offer:**

- **Potential for Career Progression:** A fixed-term role with the opportunity to secure a permanent position within a respected law firm.
- **Career Growth:** Opportunity to develop your skills in a supportive and professional environment, with ongoing training and career progression opportunities.
- **Collaborative Team Culture:** Work alongside experienced legal professionals in a fast-paced and dynamic team.
- **Attractive Benefits Package:** Enjoy a range of benefits including a competitive salary, excellent holiday package, enhanced sick pay, free onsite parking, employee referral scheme, employee discounts, a pension scheme, and ongoing training.

### **What We're Looking For:**

- Minimum 12 months' experience as a legal assistant or secretary within a law firm.
- Strong administrative and organisational skills, with the ability to multitask and work efficiently under pressure.
- Proficiency in MS Word, Outlook, case management systems, and digital dictation.
- Excellent communication skills, both written and verbal, with a professional and client-focused approach.
- Experience in civil litigation, housing law, and legal aid processes is desirable but not essential.

This is an exciting opportunity for a motivated Legal Assistant to join a busy and growing department, with the potential for long-term career development.

### **To Apply**

Please submit your CV with a covering letter to Mr Craig Everitt, Practice Manager, at: [craig.everitt@ldjsolicitors.co.uk](mailto:craig.everitt@ldjsolicitors.co.uk).