



## **Legal Assistant – Private Client**

### **Role Details**

<b>Title:</b>	<b>Legal Assistant</b>
<b>Department:</b>	<b>Private Client (Wills, Probate, Tax &amp; Trusts)</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>Permanent</b>
<b>Salary:</b>	<b>Competitive - Dependent on experience</b>

### **Role Summary**

We are looking for an experienced and highly organised Legal Assistant to join our Private Client Team at our Hinckley office. This is a fantastic opportunity to be part of a well-respected and busy department, providing support in a range of matters including wills, probate, tax, and trusts.

In this role, you will work closely with an experienced partner, so the ability to manage a fast-paced workload with a high degree of accuracy and professionalism is essential.

You will be responsible for typical legal assistant and secretarial duties such as preparing legal documents, managing correspondence, handling client enquiries, maintaining case files, and supporting fee earners in day-to-day tasks.

### **What We Offer:**

- **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 private client department.

- Strong organisational and administrative skills, with the ability to prioritise and work under pressure.
- Excellent attention to detail and a proactive, professional approach.
- Proficiency in MS Word, Outlook, case management systems, and digital dictation.
- Excellent written and verbal communication skills, with a confident and client-focused manner.
- Discretion and sensitivity when dealing with private client matters.

This is an exciting opportunity for a motivated and experienced Legal Assistant to join a growing private client department. If you are looking to take the next step in your legal career, we would love to hear from you.

**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).