



Wills & Powers of Attorney Paralegal

Role Details

Title:	Wills & Powers of Attorney Paralegal
Department:	Private Client
Location:	Onsite – Nuneaton Office
Working Hours:	Full time
Work pattern:	Monday to Friday, 9.00am to 5.15pm
Salary:	Competitive

Role Summary

We are seeking an experienced Wills and Powers of Attorney Paralegal to join our thriving Private Client team at our head office in Nuneaton. This is an excellent opportunity to develop your career within a respected firm with a strong reputation in the region for over 100 years.

What We Offer:

- **Supportive & Collaborative Environment:** Work alongside senior lawyers, including Partners and experienced paralegals, ensuring you have guidance and resources to succeed.
- **Long-Term Career Potential:** Contribute to the growth of our well-established Private Client department within a firm committed to excellence and client service.
- **Attractive Benefits Package:** Competitive salary, excellent holiday entitlement, enhanced sick pay, free onsite parking, employee referral scheme, employee discounts, pension scheme, and ongoing training.

What We're Looking For:

- **Experience & Expertise:** Experience of taking client instructions and drafting Wills and Powers of Attorney including life interest trusts and assessments of capacity for both wills and powers of attorney
- **Independent Caseload Management:** Ability to work independently with minimal supervision.
- **Client-Focused Approach:** Excellent communication and interpersonal skills, delivering clear, compassionate, and professional support to clients.

- **Proven Success:** Demonstrated ability to handle cases, meet deadlines, and contribute to a high-performing team environment.

To Apply

Please submit your CV with a covering letter to Mr Craig Everitt, Partner & Practice Manager, at: craig.everitt@ldjsolicitors.co.uk.