

<https://giaconsultancy.co.uk/job/legal-pa-family-team/>

Legal PA – Family Team

Description

My client, a regional, multi-site law firm, with offices throughout Lancashire, has a requirement for an experienced Legal PA to join their office in Bury to support their Family team.

Responsibilities

Working primarily for a Senior Solicitor, this is a new role and will likely evolve with the person. It is anticipated that duties will include:

- Diary management
- Organising of meetings with clients and experts
- Preparation of court bundles and related documentation
- Management of the billing process and production of legal aid documentation
- Assisting with administrative support to the wider Family team

Qualifications

The successful applicant will have a proven background in legal secretarial or PA work. Specific skills required include:

- Confident and professional telephone manner
- Methodical and organised approach to tasks
- Experienced in case management systems (ideally Proclaim)
- A pro-active approach to tasks and the ability to work with minimal supervision.
- Previous experience of family law would be a distinct advantage but not essential.

Job Benefits

In return, the successful Legal PA will benefit from a competitive basic salary, 22 days holiday + Bank Holidays and hybrid working (2 days from home and 3 days in the office).

Contacts

Applications are being considered now so please don't delay your application.

Hiring organization

Gia Consultancy

Employment Type

Full-time, Permanent

Beginning of employment

ASAP

Duration of employment

Permanent

Industry

Legal

Job Location

Bury

Working Hours

9am – 5pm Monday to Friday

Base Salary

£ 21000 - £ 23000

Date posted

March 30, 2022

Valid through

24.04.2022