

## **Family Paralegal – Full time and Part time positions available**

CH-R Family Solicitors are a niche firm of solicitors specialising in family law. Our Partners, Claire Hamilton-Russell and Daisy Hutchinson, have over 40 years of combined experience having previously worked at leading London firms. Our aim is to assist clients by being proactive, empathetic, professional and non judgmental.

We specialise in acting for high net-worth individuals, many of whom are based in London. We offer a bespoke personalised service, taking the time to listen to our client's needs and requirements, then advising as to how best those needs can be met.

We are looking for two people to join our busy team. One position will be for a full time role. The other is to work alongside one of our part time paralegals as a job share.

Paralegal roles can lead to training contracts.

### **Job Description**

**Job Title:** Paralegal

**Job Purpose:** To provide a high quality paralegal and administrative service to fee earners

**Benefits:** We offer a competitive salary depending on experience plus other benefits including pension, bonus and additional days holiday at Christmas

### **Main Responsibilities/Duties**

Duties include, but are not limited to:

- Preparation of legal documents as required.
- Creating and helping co-ordinate bundles.
- Assisting fee-earners with fee earning tasks as required.
- Liaising with clients in a timely, professional and courteous manner.
- Working under pressure to meet deadlines.
- Photocopying and scanning bundles, disclosure and other documents.
- Regularly and accurately maintain and update filing as and when required.
- Typing and amending attendance notes, letters, faxes, presentations and other documents as required, using Microsoft Office and the Document Management System (Seneca).
- Attending Court to issue applications and lodge documents.
- Maintaining confidentiality of the firm's clients and contacts at all times.

- Post duties (to include scanning and saving incoming post and preparing outgoing post).
- Answering the door to clients/visitors and preparing refreshments.
- Assisting with general office administration.

### **Desirable Skills/Attributes**

- Law graduate/LPC or equivalent highly desirable.
- Ability to work independently with initiative, discretion and confidentiality.
- Strong organisation skills with a flexible approach and an ability to prioritise and react quickly and professionally.
- Proficiency in MS Packages including Microsoft Word, Excel and Outlook.
- Excellent attention to detail and effective oral and written communication skills.
- Sound organisational skills; flexible, pragmatic and problem-solving approach.
- Collaborative team member with ability to quickly build relationships with a wide range of people.

### **How to Apply**

Please send a covering letter and CV to [enquiries@chrsolicitors.com](mailto:enquiries@chrsolicitors.com)