

LEGAL ASSISTANT – WILLS & PROBATE

Location: Ledbury, remote working available

Start date: ASAP

An interesting and new opportunity has arisen for a Legal Assistant to join us in our Wills & Probate department on a permanent basis. The role will work closely with Fee Earners to contribute towards the day to day running of matters effectively and efficiently. The successful candidate will help to sustain excellent client service and compliance by demonstrating a keen eye for detail and good organisational skills.

Key duties:

- Supporting Fee Earners with the organisation and prioritisation of their matters, improving client service and case progression where necessary;
- Assisting Fee Earners with the preparation of correspondence and documents including wills, estate plans, court filings, trust administration, estate tax returns, client care letters and letters of advice;
- Supporting Fee Earners with the preparation of client bills; hosting introductory meetings with prospective clients; managing the storage and retrieval of wills and deeds held in the local office; and attending home visits and out of office appointments with a present Solicitor;
- Responsible for taking new enquiries from clients & supporting colleagues in all aspects of client service, ranging from ensuring all telephone calls are answered through to assisting with preparation for client meetings

Person Specification

- Strong IT skills, with ability to use data management systems and the full Microsoft Office Suite;
- Proactive problem-solver, with good self-management skills;
- Ability to work to deadlines in a fast-paced business;
- High attention to detail, with good communication skills and client care;
- Confident in working paperlessly or someone who shows a willingness to adapt to this preferred working style;
- Willingness to travel;
- Experience of working in a Wills & Probate or Private Client department is desirable but not essential

If you're interested in this role please send your CV and covering letter to careers@redkitelaw.co.uk