Full-Time Legal Assistant to Head of Department/Partner required in this firm's busy Commercial Property Department

Location: Carter Bells LLP Solicitors, Kings' Stone House, 12 High Street, Kingston upon Thames KT1 1HD.

The successful applicant will have experience and skills as follows:

- Ability to use Word for document production using audio digital dictation, approximate typing speed expected 65wpm
- Managing emails and diary through Outlook
- Ability to store all documents/correspondence relating to a matter in the Case Management system
- Good communication skills to liaise with clients and others
- Populating forms using FormEvo
- Undertaking filing on a daily basis
- Prioritising workload
- Following Accounts procedures that are adopted by the firm
- Organising their work and tasks efficiently to ensure maximum output and accuracy
- Covering reception when required.

Please note, however, in relation to Paralegal applications, there are no vacancies to support Paralegals seeking to qualify as solicitors via the Paralegal/work experience route.

The hours of work are negotiable 4/5 days per week, 9 am to 5.30 pm, with one hour for lunch.

Salary dependent on experience.

Applications in writing with current CV to:

Emily.Fifer@carterbells.co.uk
or by post to Mrs Elaine Guy, Carter Bells LLP, Kings' Stone House, 12 High Street, Kingston upon Thames KT1 1HD