

## **Full-Time Paralegal/newly qualified Solicitor**

Required in this firm's busy Private Client Department 5 days per week.

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

Our firm: We are an established firm of Solicitors in Kingston upon Thames, having six Partners and over twenty support staff including Solicitors. The firm is organised into four divisions, Litigation and Family, Private Client, Residential Conveyancing and Commercial. Carter Bells holds ISO 9001:2015 accreditation with LawNet (a quality standard similar to Lexcel).

The team: The Private Client team consists of four solicitors presently supported by three secretaries.

The role: The suitable applicant will have good secretarial skills, as well as knowledge of Private Client work, enabling the suitable candidate to support the team both in an administrative and fee earning role. The tasks undertaken and the skills required are as follows:

- The candidate should be confident to work independently and provide support to senior fee earners. They should also be prepared to have client contact.
- Good keyboard skills.
- Ability to use Word for document production using audio digital dictation, approximate typing speed expected 65 wpm.
- Manage emails and electronic diary through Outlook.
- Ability to use the firm's case management system and store all documents/correspondence relating to a matter in that case management system.
- Good communication skills to liaise with clients and also others with whom we are in contact during the course of a matter.
- Populating forms that are required in each department using the Oyez system.
- Prioritising work load and tasks.
- Following firm's procedures including Accounts procedures that are adopted by the firm.
- Able to organise their work and tasks efficiently to ensure maximum output and accuracy.
- Undertaking drafting such as Lasting Powers of Attorney, IHT forms and other private client related forms.
- Dealing with initial enquiries from clients and preparing quotations.
- Able to draft letters with sufficient guidance.

The successful candidate will have excellent interpersonal skills, be a good listener and numerate. It is essential to be IT proficient and able to support a busy and expanding department.

Salary: The position will attract a salary dependent on experience.

Private Client experience preferred but not essential.

The hours of work are 37.5 per week generally between 9.00 am and 5.30 pm with one hour for lunch.

Applications: in writing with current CV to [emily.sanders@carterbells.co.uk](mailto:emily.sanders@carterbells.co.uk)