

An opportunity has arisen for someone to join our Family team

You will have experience within family law; this could have been gained through a number of years as a legal secretary or through working in a paralegal position. You should have experience of dealing with matters such as divorce, ancillary relief, adoption, children, care and contact applications and other family law matters.

This role will involve:

- assisting fee earners with their caseload
- file handling & case progression
- inputting client details
- diary management
- creation of standard and non-standard letters/documents
- liaising with clients & contacts
- typing, filing and photocopying

Applicants should be able to use initiative, work well under pressure and possess excellent IT skills (Word & Excel). A good standard of general education is essential with GCSE passes (or equivalent) in English and Maths (Grades A-C only). Previous experience of working in a professional office environment would be desirable. Confident telephone and interpersonal skills are also essential.

A flexible and willing approach is important, as is the ability to cope with changing levels of workloads.

Ideally we are looking for someone to work at least 5 half days each week – hours to be agreed.

If you think you have the necessary skills and experience to fulfill this role, please contact Helen Robertson at helen.robertson@gillakaster.com.

Closing date: 20th August 2010

Due to the number of enquiries we receive, we are unable to respond to all enquiries. If you have not heard from us within 3 weeks of this closing date, please assume your application has been unsuccessful.