



Wills and Estates Legal Assistant – Full or Part Time

Due to the development and growth of the firm's department, we are now seeking to appoint a Wills and Estates Legal Assistant to work alongside our existing team.

The successful candidate will be assisting with running a caseload of private client files including Wills, Lasting Power of Attorney (LPA's), Court of Protection and Estate Administration files. We are looking for a confident and experienced assistant with strong communication skills.

This role offers the opportunity to join an established law firm. You will also be offered excellent training and development and will have the opportunity to develop your career as the department grows.

To be considered for this excellent opportunity, the attributes required are:

- 1 years experience as a Wills and Estates Assistant with experience of Wills, LPA's, Court of Protection and Estate Administration.
- Experience of assisting with a caseload with minimum supervision.
- As you will be dealing with clients and referrers the need for excellent customer service skills will be paramount.
- The need for attention to detail and the ability to work in a fast paced department.
- Excellent communication skills, both oral and written.
- Ability to provide high quality advice to clients from all sectors across a broad range of issues.
- Ability to form good relationships with clients and colleagues and to work as part of an effective team.
- Good IT skills including the ability to utilise a case management system.
- Good working knowledge of legal databases.
- Commercial attitude with ability to practice good financial management of files and caseload.
- Ability to work on own initiative.
- To identify and initiate cross-selling opportunities.
- Well organised, with a clear and professional telephone manner.
- Well presented, punctual, confident, and self-motivated.
- Professional, articulate with good sales skills and be comfortable persuading prospective clients of the benefits of instructing our firm and be adept at obtaining funds.
- Flexible in your working approach with the ability to multi-task and prioritise.

Please send your CV and covering letter to sbirchall@kirwans.co.uk.