

Legal Assistant/Secretary

- Truro
- Family Department
- Permanent
- Monday-Friday: 9-5 (35 hours per week)
- Immediate Start

We are looking for a legal assistant/secretary with matrimonial and family experience to join our family department. This is a great opportunity for an ambitious individual to join a prestigious Cornish law firm.

You must be self-motivated, organised and possess excellent communication skills. The successful candidate will be based in our Truro office and will work to ensure they provide an accurate, timely and professional service to all clients. We require applicants who can represent the firm's brand positively at all times.

Previous experience in family law and knowledge of Family Proceedings would be advantageous.

About Nalders:

We are one of the largest law firms in Cornwall with eight offices in Truro, St Austell, Camborne, Falmouth, Helston, Newquay, and Penzance. For over two centuries, local people, families, and businesses have trusted Nalders to manage their legal matters in a diligent, timely and cost-effective manner.

Why work with us:

As a legal assistant you will become part of a fantastic team and we offer a range of staff benefits:

- *Opportunities to progress through the business
- *Ongoing support and training
- *Discount on services (subject to length of services)
- *Contributory pension scheme
- *Exam and Study Leave

Apply now:

If you are interested in being considered for the role, please send your CV and a covering letter to Mrs Karen Osborne, klo@nalders.co.uk.