

## Legal Assistant

- Truro
  - Family Department
  - Permanent
  - Monday-Friday: 9-5 (35 hours per week)
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We are looking for an experienced legal assistant with matrimonial and family experience to join our family department in our Truro office. 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 provide direct support to his/her principal 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.

As a Legal Assistant, your exact duties would depend on what your level of experience is for the role:

Junior Legal Assistant duties would typically involve:

- Arranging appointments with clients;
- Preparing legal documents
- Preparing draft correspondence
- Research
- Word processing, audio typing, filing and other general office tasks
- Undertake certain elements of fee-earning work under supervision. In particular:
  - o File creation
  - o Generation of suitable clients care correspondence
  - o Completion of client questionnaires.

Duties for more experienced Legal Assistant's (normally with at least 12 months experience in the role) would typically involve:

- Providing quotes to clients
- Interviewing clients and witnesses
- Giving clients legal information
- Going to court
- Handling of caseload of clients.

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 seven 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 the HR Department at [careers@nalders.co.uk](mailto:careers@nalders.co.uk).