



Current Vacancies 25.09.09

We are looking to recruit for the following vacancies:

Sole Practitioners required

We are currently looking to take on sole practitioners and fee earners with a following, particularly in niche practice areas who are interested in fee sharing and remote/home working with office support.

Part-time Legal Secretary - Family

We are looking to recruit a Legal Secretary for our Leamington office on a part-time basis, 3 days per week.

MAIN DUTIES AND RESPONSIBILITIES

- Undertake secretarial work for allocated Fee Earner within the Department, working as part of a support team and assisting other Fee earners as necessary.
- Handling of and dealing with clients' calls where possible and liaising with fee earner where appropriate, although no legal advice may be given
- Seeing clients in Reception
- Conflict checks on new clients
- Locate files for next day's appointments and give to fee earner

Full time Legal Secretary - Family (Maternity Cover)

We are looking to recruit a full time Legal Secretary for our Nuneaton office to cover Maternity. Matrimonial experience would be an advantage.

MAIN DUTIES AND RESPONSIBILITIES

- Undertake secretarial work in the field of Family Law for immediate supervisor, but undertaking work for other fee earners within the Department as required from time to time
- Handling of and dealing with clients' calls where possible and liaising with fee earner where appropriate, although no legal advice may be given
- Taking initial enquiries from potential clients and assisting with procedures, costs, timescale and area of law query needs direction



Current Vacancies

25.09.09

- Seeing clients in Reception
- Conflict checks on new clients
- Audio typing and other typing duties
- Typing of bills
- General administration tasks including photocopying and filing
- Use of the firm's case management software
- Undertake any reasonable instructions made by Partners, Department Heads within the limits of this job description

Assistant Solicitor - Family

We are looking to recruit a full time Assistant Solicitor who specialises in care work. You will be required to work at our Coventry office

MAIN DUTIES AND RESPONSIBILITIES

- Attending clients in the office
- Maintenance of files and preparation of full attendance notes
- Time recording and preparation of bills
- Advocacy and attendance at Court as required
- Undertake work necessary to build up, maintain and manage a case load
- Promote the firm in all areas at all times including those in which she is not directly involved on a day to day basis
- Undertake any reasonable instructions made by partners, department heads or fee earners within the limits of this employment description

If you are interested in applying for any of the above roles, please email sushila.jones@alsterskelley.com with a covering letter and CV or download and submit our application form.

CONTACT:

Sushila Jones
Human Resources

Telephone Number: 0844 561 0100
Direct Dial: 0844 561 0265
Email: sushila.jones@alsterskelley.com