



Current Vacancies 27.10.09

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.

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:

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