

## Legal Assistant

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Company: LinkPoint Resources

Location: Westerham

Category: legal

We specialise in the recruitment of high quality candidates in the Legal sector. We have an excellent opportunity for a Legal Assistant / Legal Secretary / Paralegal for join a friendly legal firm specialising in residential conveyancing and family law.

**£22,000 - £28,000 + Healthcare + Benefits**

**37.5 hours / week: 10am - 4pm core hours**

### **Legal Assistant / Legal Secretary / Paralegal's Core Duties**

Liaise with clients over the phone and email

Welcome clients to the office and operate the reception desk

Open and sort incoming post

Perform day-to-day administrative tasks

### **Legal Assistant / Legal Secretary / Paralegal's Skills Required**

Previous experience as a Legal Assistant, Legal Secretary or Paralegal

Experience working within conveyancing (desirable)

Experience working on a reception desk

Excellent administration experience and skills

Excellent communications and interpersonal skills

Self-sufficient, able to work independently and juggle competing priorities

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