

Employer: Baldwin Wyatt Solicitors of Burnley, Lancashire.

Vacancy: Legal Administrator

Contract: Permanent position. Full time or part time considered.

Salary: Hourly rate £11 - £12.63 per hour (depending on experience)

Benefits:

- Free onsite parking
- 28 days paid holiday (pro rata) including statutory bank holidays
- 5 days of additional paid leave per year for set days when the office is closed (including the Christmas period, Easter, and Spring Bank)
- Plus an additional paid holiday for your birthday where this falls on a working day
- Flexible working hours available to suit the right candidate.

About us:

We are a small family run firm with an excellent reputation for delivering the highest standards of legal representation and care for our clients. The firm predominantly deals with residential and commercial conveyancing and property matters, and Wills, Probate and Lasting Powers of Attorney. We are proud to have built a reputation for being professional, approachable, and efficient and are looking for a professional individual to join our friendly team.

About the role:

We're looking for an experienced administrator with exceptional customer service skills. Ideally you will have experience and knowledge of working in the legal sector, but this is not essential and full training can be provided for the right person. Your duties will include assisting our Fee Earners including the Partners in the Firm, specifically:

- Typing letters and emails;
- Drafting legal documents and forms;
- Using the Land Registry and other Government websites such as HMRC Stamp Duty Land Tax and the Probate Online Application Portal;
- Filing and other general administrative tasks e.g. photocopying, scanning, faxing etc;
- Diarising appointments for Fee Earners;
- Dealing with initial enquiries from prospective clients and referring to the relevant Fee Earner within the firm;
- Assisting current clients and third parties (where you are able to) or in circumstances where the Fee Earner may be unavailable.

Essential skills for this role:

- Excellent verbal and written communication skills;
- Proficient in Microsoft Office Applications;
- Highly organised;
- Effective prioritisation skills;
- Attention to detail;
- Strong team player;
- Demonstrates Initiative and problem solving skills;

- Ability to multitask.

How to apply:

If you think you would make a great addition to our team, we'd love to hear from you. Send your CV and covering letter to Richardb@bwlayers.co.uk