

Miles & Partners are looking for Legal Assistants

Miles & Partners is a niche firm of specialist solicitors located in London E1, close to Liverpool Street Station and the City. Founded in 1996 by 5 young lawyers who shared a vision of providing the highest level of professional service to the local community. Over the years, that vision has grown, and we have developed an outstanding reputation for being approachable, accessible, and achieving the best possible results for our all of our clients, locally, regionally and internationally. We are ranked in Legal 500 and Chambers and have been listed in The Times Top 200 Law Firms for 4 years running. We are based in London E1 near Liverpool Street. Our clients are located all over the World. Check out our website to see what they say about us <https://milesandpartners.com/about/testimonials/>.

We are well known for being a friendly inclusive and collegiate firm who value our staff and acknowledge daily that personal development of all staff enriches the work of the firm and enhances the experience of working within teams rightly proud of the achievements they make every day on behalf of their clients.  Working at Miles & Partners provides an excellent first step on the legal career ladder.  We have a track record of training solicitors, many of whom still practice with us today.  We are proud of our record for producing fist rate lawyers including many BPC students who have gone on to practice at the Bar after working with us.  Being a legal assistant at Miles & Partners not only gives you professional experience of working in a busy high profile solicitor’s practice but also exposes you to clients and other legal professionals and possible pathways to future career opportunities.

**Who are we looking for?**

We are seeking bright law graduates with a professional outlook to join our team as Legal Assistants providing paralegal support to our busy specialist award winning lawyers. The roles will suit BPC/LPC graduates or similar looking for good quality professional experience while preparing to apply for Training Contracts or Pupillages or considering the SQE pathway.

Experience of working in a busy legal environment with Legal Aid and CCMS will be an advantage but is not essential. We are committed to agile working, so you need to be self-motivated and possess a willingness and ability to work independently whilst maintaining professional standards. The successful applicants will of course also have a positive outlook, good communication skills, numeracy and IT skills, a willingness to learn and accept responsibility, enthusiasm, commitment, and the ability to work well in a team.

The posts on offer have a wide range of duties ranging from some clerical work to liaising with the Legal Aid Agency, the courts, experts, counsel etc., attending interviews with experts to take notes, assisting in arrangements for conferences, preparation of court bundles and accompanying documentation, preparation of documents for Counsel and occasionally attending Court with Counsel. With appropriate experience and training we would expect you to progress to preparing statements and applications, attending clients and taking instructions, and legal research.

We recruit on merit, irrespective of age, disability, gender, gender identity, race or ethnicity, marital status, religion, sex, sexual orientation. The successful candidates will be offered a minimum engagement of twelve months. Salary £25,000 pa.

Please send C.V. and a covering letter to Phil Walsh at phil.walsh@milesandpartners.com

