



## Miles & Partners are looking for Legal Assistants

Miles & Partners is a highly regarded firm of solicitors ranked in Legal 500 and Chambers based in London E1 near Liverpool Street. We are looking for bright law graduates with a professional outlook to join our team as Legal Assistants providing paralegal . The roles start in February 2020 and will suit BPTC/ LPC graduates or similar looking for good quality professional experience while preparing for Training Contracts or Pupillages. Experience of working in a busy legal environment with Legal Aid and CCMS will be an advantage but is not essential. The successful applicants will 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 have a wide range of duties including 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 papers for Counsel and occasionally attending Court with Counsel The role will involve providing administrative support and, under supervision, assisting with preparing correspondence, statements and applications, attending clients and taking instructions, and legal research. The successful candidates will be offered a minimum engagement of twelve months. Salary £21,500 pa. Please send C.V. and a covering letter to Phil Walsh at [pw@milesandpartners.com](mailto:pw@milesandpartners.com) by 12 noon on the 14<sup>th</sup> February 2020.