

Miles & Partners are recruiting an Administrative Assistant to help out in our Family Team.

We are a highly regarded firm of solicitors ranked in Legal 500 and Chambers and have been listed in The Times Top 200 Law Firms for 3 years running. We are based in London E1 near Liverpool Street. See what our clients say about us at <https://milesandpartners.com/about/testimonials/>.

We are looking for bright law graduates with a professional outlook to join our team as a temporary Admin Assistant providing paralegal support to our busy Family and will suit law graduates.

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 role will be to assist the designated Team under supervision to include specific items of administration , telephone attendances, administration of costs to include taxation / costing procedure and claiming payment from the Legal Aid Agency, research, liaising with the Legal Aid Agency, diarising court orders, taking new matter calls, assisting with drafting CCMS applications and amendments (and ensuring they’re signed and stored correctly), liaising with counsels’ clerks, experts and the court, preparing bundles and greet and help customers when they enter the office.

The contract will be for a 3-month fixed term with prospects of extending to twelve months for the right candidates.

To apply please email Phil Walsh and covering cv at [phil.walsh@milesandpartners.com](mailto:phil.walsh@milesandpartners.com) by 5th December 2022.

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