

# hopkin murray beskine

Family, housing and public law specialists

## **Vacancy – Paralegal/Administrative assistant**

Hopkin Murray Beskine have a vacancy for a paralegal/administrative assistant. The role will involve providing paralegal and administrative support to our busy family team and/or housing and public law team.

We are a long established North London firm with clients from across London and beyond, who come to us because of our expertise in family, housing and public law. We have a thriving legal aid practice alongside our substantial private family work. Our solicitors are leaders in their fields and we are recommended by the Chambers UK and Legal 500 guides.

We provide a collaborative workplace where you will be well supported and supervised. The firm has a modern practice management system, which you will be trained to use. You will also receive training to use the Legal Aid Agency's online client management system for civil and family cases (CCMS).

The work carried out by our family team includes acting in public law care proceedings, privately funded separation, divorce and financial remedy proceedings, contact and residence disputes, domestic abuse cases and international child abduction in the High Court.

Paralegals in our housing and public law team support solicitors in a range of interesting work, including judicial review, housing possession and disrepair claims in the County Court, illegal eviction, and homelessness challenges and appeals.

The role will require someone who is well presented, well organised and has good oral and written communication skills. Previous experience of working in a solicitors' office is desirable but not essential. This would be a suitable role for applicants who have a completed a law degree/GDL. It would also be a suitable role for applicants who will be undertaking the LPC or BPTC part-time.

The position will be for a fixed term of 12 months, with a possibility of further progression.

We seek to recruit a diverse workforce and welcome applicants from all backgrounds. We are an accredited London Living Wage employer.

Closing date: 12 noon on Thursday 3<sup>rd</sup> March 2022

Please note that interviews for shortlisted applicants will be held on 9<sup>th</sup> or 10<sup>th</sup> March 2022.

To apply to join our enthusiastic and successful team, please contact Carmela Lowry at [C.Lowry@hmsolicitors.co.uk](mailto:C.Lowry@hmsolicitors.co.uk) to request an application pack.