

# Aitken Harter

Solicitors & Family Mediators

## ***Legal/Administrative Assistant – Aitken Harter Solicitors Islington***

Full time permanent role to assist in the day to day running of the family department assisting fee earners with all administrative tasks as and when they arise to ensure an efficient and professional working practice.

The successful candidate will:

- Have excellent Computer skills to include working knowledge of Word,
- Have good communication skills;
- Work well as part of a team and on your own initiative.
- Be proactive, professional, highly organised and detail orientated.

To apply, please send CV and covering letter to Patricia MacAvock [pm@aitkenharter.co.uk](mailto:pm@aitkenharter.co.uk)

Closing date: Friday 3 March 2017.