



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 support to our busy family, housing and mental capacity specialists.

*The roles will suit **BPTC/ LPC** graduates or similar looking for good quality professional experience while preparing to apply for Training Contracts or Pupillages.

* 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 primarily involve providing administrative support and, under supervision, assisting with preparing correspondence, statements and applications, attending clients and taking instructions, and legal research.

*The roles 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.

*Experience of working in a busy legal environment with Legal Aid and CCMS will be an advantage but is not essential.

* Initial contracts will be for a 12 month fixed term with the possibility for extending at the end of the term.

* 20 days annual leave in 1st year increasing with length of service.

* Salary £21,500.00

*Apply by email to Phil Walsh at pw@milesandpartners.com attaching covering letter and cv