Watkins Solicitors – Family Paralegal

We are a busy solicitors firm with a number of departments including; Family, Education, Wills and Probate, Employment, Regulatory and Conveyancing departments. Currently we have three offices in Bristol and Bath. The firm has a Legal Aid franchise and carries out work under the Legal Aid scheme as well acting for clients on a private basis.

Due to further expansion an exciting opportunity has arisen within our Family Department. We are seeking to appoint a full-time Family Paralegal, this is a perfect opportunity for a dedicated candidate who is looking for a challenging yet rewarding role.

The successful candidate will be assisting fee earners, dealing with new clients, preparing legal documents, assisting at court hearings and child conferences but not limited to.

We are looking for the right candidate to have a "can do" attitude and who has an ability to use their own initiative and highly organised. The successful candidate must have an LPC and previous experience within Family Law would be advantageous.

In return you can expect a rewarding career, and we believe in looking after our employees which is why we offer a great flexible work policy to help you balance your personal and professional lives, Recognition Award Scheme, Child Care Scheme and Bike2Work Scheme. Continual training is very much supported by the firm.

The successful candidate will be initially based at our Fishponds branch, but may be required to attend other branches in Bristol on occasion so having a driving licence and own transport is essential. Full-time Monday to Friday, 9am – 5pm. Immediate start. The salary will be from, £16,300 to £17,500 DOE.

To apply please send a CV and request an application to Jennene Warmington jw@watkinssolicitors.co.uk

This firm welcomes applications from all sections of the community irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.