

**Full Time Legal Assistant/Paralegal with potential for the right candidate to eventually progress to a Trainee Solicitor position.**

An excellent opportunity has arisen for a motivated hard working individual to undertake work in our Conveyancing, Private Client and our Family Departments.

You will be expected to carry out administrative duties within the office including drafting documents, answering calls, taking notes and some audio typing. You should have excellent communication skills with the ability to deal with calls that come into the departments and take initial instructions from clients.

Experience with a case management system is preferable.

Previous legal secretarial/assistant experience would be an advantage for this position, particularly working as part of a team in a busy office environment.

We are always looking for talent to join us and look to recruit to ensure the future of our firm. It is important to us that the right candidate is selected.

Llewellyn-Jones is passionate about recruiting and retaining outstanding staff and can offer experience in the following departments:-













- Family
- Conveyancing
- Private Client.

Your normal working hours will be 9am-5pm Monday to Friday.

The ability to speak Welsh would be desirable but not essential.

If you are interested please apply with a CV and covering letter to:- [janetpealing@llew-jones.co.uk](mailto:janetpealing@llew-jones.co.uk)

Llewellyn-Jones is committed to equality of opportunity.

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**Practice Manager :** Janet Pealing **Paralegal :** Bethany Longmuir Q.Inst.Pa

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