

## Legal Assistant Position

Full time (six month) contract

Salary – £25,000 pro rata

4 Paper Buildings are looking to recruit a full time legal assistant on a fixed six month contract starting in September 2019.

The role is to assist barristers with legal research and case preparation.

The successful candidate will:

- Have a minimum of one years experience in Family Law having ideally worked as a paralegal or legal researcher/assistant for a family law firm or barrister's chambers.
- Have a law degree (LLB or BA or equivalent) or other undergraduate degree plus law conversion (GDL or equivalent).
- Have outstanding communication skills
- Work well as part of a team and on your own initiative
- Be proactive, professional and detail orientated.
- Have advanced Microsoft Office Skills – Word (minute-taking, compiling written statements), using Excel spreadsheets and creating PowerPoint Presentations
- Legal Research Skills – using online and offline resources (e.g. locating case law)

To apply, please email your CV, covering letter and a completed Equality and Diversity Monitoring Form to [recruitment@4pb.com](mailto:recruitment@4pb.com)

Closing date Thursday 20th June 2019