

CH-R Family Solicitors are a niche firm of solicitors specialising in family law. Our Partners, Claire Hamilton-Russell and Daisy Hutchinson, have over 30 years of combined experience having previously worked at leading London firms. Our aim is to assist clients by being proactive, empathetic, professional and non judgmental.

We specialise in acting for high net-worth individuals, many of whom are based in London. We offer a bespoke personalised service, taking the time to listen to our client's needs and requirements, then advising as to how best those needs can be met.

Job Description

Job Title: Paralegal

Job Purpose: To provide a high quality paralegal and administrative service to fee earners

Main Responsibilities/Duties

Duties include, but are not limited to:

- Preparation of legal documents as required.
- Creating and helping co-ordinate bundles.
- Assisting fee-earners with fee earning tasks as required.
- Liaising with clients in a timely, professional and courteous manner.
- Working under pressure to meet deadlines.
- Photocopying and scanning bundles, disclosure and other documents.
- Regularly and accurately maintain and update filing as and when required.
- Typing and amending attendance notes, letters, faxes, presentations and other documents as required, using Microsoft Office and the Document Management System (Seneca).
- Maintaining confidentiality of the firm's clients and contacts at all times.

Desirable Skills/Attributes

- Law graduate/LPC or equivalent highly desirable.
- Ability to work independently with initiative, discretion and confidentiality.
- Strong organisation skills with a flexible approach and an ability to prioritise and react quickly and professionally.
- Proficiency in MS Packages including Microsoft Word, Excel and Outlook.
- Excellent attention to detail and effective oral and written communication skills.

- Good team-working and problem solving skills.

To apply for this role please send your Curriculum Vitae together with a covering letter to Claire Hamilton-Russell at CH-R Family Solicitors, The Old Brewery, The Broadway, Newbury, Berkshire, RG14 1AU (email: enquiries@chrsolicitors.com)