



HUMPHRIES KIRK SOLICITORS JOB SPECIFICATION

Seeking a **Legal Admin Assistant** to join the **Land Department** at our **Parkstone** office.

This is a fantastic opportunity for someone to kick start a legal career in an entry level role.

The role will involve supporting the Parkstone based Land Law team, predominantly with opening and closing files, preparing documentation and general admin to assist the team. Specific knowledge or qualifications relating to Land Law are not required, however candidates educated to Degree level who have the desire to forge a career within the legal sector are of particular interest.

Depending upon the skills, competencies and wishes of the successful candidate, there may be opportunities to apply for sponsorship of CILEX or other qualifications following the probation period. This particular role could offer the right candidate the potential in the long term of reaching Land Lawyer status. The main duties are set out in the job description and required skills and competencies are set out below.

When sourcing new colleagues, as well as looking for the appropriate competencies in relation to the role, we also look for individuals aligned to our Values which are: Accountability, Continuous Improvement, Excellence, Honesty & Integrity, Mutual Respect and Teamwork.

| Essential Skills & Competencies | Desirable Skills & Competencies |
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| <ul style="list-style-type: none"> • Circa 6 months admin experience gained within a professional environment • Strong administration skills • Excellent client service skills • Good face to face and telephone communications skills • Must have a high level of initiative • Good keyboard, MS Office • Excellent written and spoken English with good numeracy and literacy • Ability to work as part of a team and also on own initiative • Excellent organisational skills • Attention to detail, accuracy, resilience and tenacity to complete tasks to a high standard in a very busy team • Professionally presented both visually and verbally • Quick to adapt to changing priorities • Hard working with a 'can do' attitude • Good reliability and timekeeping • Confidential and diplomatic | <ul style="list-style-type: none"> • Degree educated (with Law Degree being highly desirable) • An understanding of conveyancing procedure/ process • Previous experience in a law firm |

Pay: £18,000 - £20,500 per annum dependent up skills/experience/ qualification
Hours: Monday to Friday 9-5.00pm with a 1 hour lunch break (35 hours per week)
Holidays: 25 days plus bank holidays and ½ day for birthday.
Benefits: Subject to eligibility - contributory pension scheme, Life Assurance, Perkbox and discretionary bonuses.