

Milne Moser Solicitors

<https://milnemosersolicitors.co.uk/careers/legal-assistant/>

Legal Assistant

Description

Milne Moser Solicitors are looking for a Legal Assistant to join our team at Milne Moser and support our solicitors. This role requires professionalism, expertise, and a dedication to delivering the highest level of client service.

This role is suitable for candidates that have worked within a law firm with excellent organisational skills with the ability to manage multiple tasks simultaneously and meet tight deadlines.

Responsibilities

- Provide comprehensive administrative support to the legal team, including managing diaries, scheduling meetings, and maintaining legal files.
- Assist in the preparation of legal documents, reports and correspondence, ensuring compliance with relevant laws and regulations.
- Maintaining and organising case files, ensuring all documentation is accurate and up to date and easily accessible, both electronically and in paper form.
- Liaising with clients and external parties, and other legal professionals to ensure smooth communication and effective case management.
- Support with due diligence activities, including document review and summarising findings.
- Manage confidential and sensitive information with a high degree of professionalism and integrity.
- Maintain up-to-date knowledge of legal procedures and developments, particularly in areas relevant to the firm's practice.
- Managing schedules, and appointments for solicitors.
- Monitor key deadlines and help with the management of case timelines.
- Supporting billing and invoicing processes, recording of disbursements, including recording billable hours (if applicable).
- Undertaking necessary property searches (local authority, Land Registry, environmental, etc.)
- Managing the day to day aspects of conveyancing files, including conducting due diligence, coordinating exchange and completion, and ensuring deadlines are met.
- Fostering and maintaining strong relationships with clients, estate agents, mortgage brokers, and other third parties.

Experience

- Previous experience in a legal assistant or paralegal role.
- Excellent organisational skills with the ability to manage multiple tasks simultaneously and meet tight deadlines.
- Strong written and verbal communication skills, with attention to detail in drafting documents.
- Excellent IT skills with a knowledge of Microsoft Office Suite (Word, Excel, PowerPoint) and legal software applications.
- Strong analytical and problem-solving skills, with the initiative to take on challenges.
- Familiarity with legal terminology.
- Ability to work independently and collaboratively within a team.

Employment Type

Full-time

Beginning of employment

Immediate start available

Duration of employment

Permanent position

Base Salary

£ 24K - £ 25K

Job Location – Primary

100 Highgate, LA9 4HE, Kendal, Cumbria

Working Hours

35 hours per week

Date posted

06/05/2025

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- The desire to help the firm achieve its financial targets.
- A client-first approach with outstanding communication and problem-solving skills.
- Strong organisational and leadership abilities.
- An understanding of residential conveyancing / commercial property is desirable.

Skills

- Excellent organisational skills with the ability to manage multiple tasks simultaneously and meet tight deadlines.
- Strong written and verbal communication skills, with attention to detail in drafting documents.
- Excellent IT skills with a knowledge of Microsoft Office Suite (Word, Excel, PowerPoint) and legal software applications.
- Strong analytical and problem-solving skills, with the initiative to take on challenges.
- Familiarity with legal terminology.
- Ability to work independently and collaboratively within a team.
- The desire to help the firm achieve its financial targets.
- Advanced knowledge of legal processes and terminology.
- A client-first approach with outstanding communication and problem-solving skills.
- Strong organisational abilities.

Job Benefits

This is a highly engaging role, providing the opportunity to work on legal matters for our clients across the region, with the opportunity to work with a great team. In return, we offer a competitive salary, generous holiday entitlement, pension scheme and health plan, as well as being based in an area of outstanding natural beauty.

Milne Moser Solicitors offer a competitive benefits and remuneration package and are always looking for new and enhanced ways to reward our employees. Our current package of benefits includes:

- Generous holiday entitlement of 37 days holiday per year, including Bank Holidays (pro rata if part time hours)
- Holidays broken down into hourly increments, allowing for optimal flexibility
- Auto-enrolment Pension scheme
- Health care plan that provides a range of benefits including:
 - medical costs including help with your bills towards dental, optical and therapy;
 - other specialist services to assist with your health and wellbeing;
 - 24 hour Counselling & Advice Line for you and your family;
 - personal accident/accidental death cover for you;
 - personal accident/permanent disability cover for you; and
- Staff discount scheme, offering discounted legal services, estate agency and property letting services.
- Bravo! Staff incentive and peer-to-peer reward scheme – providing rewards for a whole range of achievements!
- And most importantly, Easter Eggs and other treats along the way!

Contacts

To apply for the position please send your CV and covering letter by email to Michelle Bainbridge, Head of Operations, at michelle@milnemoser.co.uk