



Vacancy: Legal Executive (Family Department)

This is a great opportunity to join the team at our award-winning legal practice in Loughborough.

Moss Solicitors is a long-established firm with a modern outlook and a client focussed approach. We recognise the need for individuals and businesses to have access to effective and straight-forward advice. This is reflected in our success on three separate occasions in the Leicestershire Law Society Law annual awards and our consistently high client satisfaction ratings.

We have a team of nearly 20 lawyers based in five departments – Residential Conveyancing/Company & Commercial Property/Wills & Probate/Family/Dispute Resolution & Employment.

Generally, we look to recruit candidates who are keen to develop their knowledge and skills, provide excellent client care and have a good work-life balance.

In line with this approach, the vacancy for a Conveyancer offers the following opportunities:

- to join our busy Family department dealing with their own case load which includes divorce, separation and cohabitation agreements.
- to work alongside 2 other Solicitors supported by a great team of secretaries.
- to develop your career in a supportive environment.
- to be based in an office right in the heart of the town centre.

Hours: Part Time – 3 days Monday, Wednesday & Thursday (21 hours per week).

Contract: Permanent

Start Date: As soon as possible

Salary: £25,000 plus dependent on experience (FTE)

Experience: Required 2 years

Main Duties: Assisting Solicitors in dealing with family matter (divorce, separation and cohabitation agreements) and carrying out own support including:- (depends on experience)

- Taking instructions and advising clients
- Typing own letters and emails
- Conducting own meetings
- Preparing bundles and legal searches
- Drafting documents and forms

- Filing and own general admin tasks

Skills Required:

- Organisation
- Flexibility
- IT Literacy
- Ability to work under pressure
- Enthusiasm
- Common sense and initiative
- Communication
- Teamwork
- Confidentiality
- Ability to deal confidently with people on the telephone and face to face

Equality and Diversity: We are committed to equal opportunities and welcome applications from anyone who believes they fit the requirements of the job.

Application: Please send CV to Jo Willars at j.willars@moss-solicitors.co.uk