

Job Description

Private Client/Court of Protection Paralegal
Bristol Based
37.5 hours per week (Monday-Friday 9-5:30)

We are seeking:

We're looking for a Paralegal to gain experience and provide support to our dynamic and forward thinking Private Client team.

The Role:

We seek a driven Paralegal to join our Private Client team in one of the best locations in Bristol on a permanent basis.

The Paralegal will get the opportunity to learn on the job, perform fee-earning work as well as providing support to other fee-earners on a wide variety of matters. You will be supporting the growth of the department's expertise in long term care, Court of Protection (property & finance), NHS Continuing Health Care Funding, estate planning and asset protection.

We offer genuine work/life balance and a friendly central Bristol work place, with benefits like a wellness programme and regular social events.

About You:

You will have an interest in the wider field of private client work but with a focus on long term care, Court of Protection (property & finance), NHS Continuing Health Care Funding challenges, estate planning and asset protection, elderly and vulnerable people. You will be well organised and motivated with a 'can-do' approach and willingness to learn, but we appreciate you might need training and mentoring and this will be built into the job.

You will gain increasing responsibility and client contact. We see you as a long term investment and will support your development accordingly.

Required:

- Must be willing to participate in the growth and future development of the department, building up the client base and marketing the Company's services.

Skills Required:

- Self-motivated and clear thinking and able to carry out case work accurately and with minimal supervision.
- Strong communication skills both written and oral at all levels with clients, staff and others.
- Ability to work within a team.

- Able to work with minimal administrative assistance.

About Gregg Latchams:

Gregg Latchams offers a comprehensive range of legal services to businesses and individuals based around its Bristol and London offices.

The company is ambitious, progressive and is recognised for its innovative approach to the development of legal practice.

The company offers exciting opportunities to motivated individuals who share our vision and drive.

For further information or to apply please contact hr@gregglatchams.com