

**Legal Assistant**

**Role:** We are recruiting a Legal Assistant to assist the Legal team in the progression of multi-jurisdictional RTA personal injury work (NI and English based) for our sister company MIS Legal Services.

**Location:** Dundonald, Northern Ireland

**Basis:** Permanent / Full Time

**Remote Working:** No

**Salary:** £20,000.00 per annum

**Hours:** 35 hours per week, Monday – Friday – 9am – 5pm (1 hour for lunch)

The successful candidate will provide support to the solicitors and wider team. The role will involve some responsibility therefore will require a trustworthy and reliable person.

**Duties**

* Assisting the solicitors by taking instructions and initial case set up via the firm’s case management system.
* Liaising with clients, insurers and introducers of work.
* Undertaking administration duties on files
* Updating diary records.
* Requesting and providing updates; requests for extensions to comply with directions.
* Dealing with GP, hospital and Personnel mandates.
* Compliance with the firm’s policies and procedures.

The above list of job duties is not exclusive or exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope of the post.

**Essential Criteria**

To be successful as a Legal Assistant within our company you will need:

* 5 GCSE’s at Grade C or above and must include Maths and English (proof of qualifications in the form of original certificates will be required as a condition of employment), if using an equivalent for Maths and English it must be in a relevant subject e.g. Functional skills minimum level 2 in **maths** and **English**.
* Minimum 1 year’s relevant office experience
* Excellent attention to detail and ability to manage a demanding workload at pace whilst maintaining a high level of accuracy.
* Takes ownership of their work within the team
* Willing & able to work alone / independently as well as part of a small team.
* Excellent communication skills both written and verbal
* Must be able to demonstrate that you are IT literate and competent in the use of Microsoft Office
* Working to maintain and complete the current tasks in addition proactively seeking other areas to assist.
* Previous experience in a phone-based role.
* Customer service background, working in a varied and supportive position.

**Desirable Criteria**

* 3 A Level’s grades D or above

**Company Benefits**

* 31 holidays (including bank holidays) per annum as standard rising to 36 days (including bank holidays).
* Workplace Pension Scheme
* Health Care Cash Plan (reviewed annually) - money back in your pocket for life's essentials e.g., dentist, doctors, physiotherapy, opticians, etc.
* The opportunity to take part in charity fundraisers
* Team social events