

Legal Assistant

LKW SOLICITORS LTD

GLASGOW, G42 7BZ

LKW Solicitors Ltd specialises in family law and accredited as Specialist in Family Law by the Law Society of Scotland. We are looking to replace legal assistant, within the family department to work with family law solicitors. This position will require some experience in legal profession, training can be provided to applicant who have transferrable experience: The range of duties will include:

1. Ability to work in busy and demanding timescale.
2. Taking instructions, acknowledging emails/ letters and correspondence
3. Dealing with opening and closing files and telephone calls
4. Dealing with court invoices
5. Dealing with SLAB in terms of abatements
6. And any other duties that is considered appropriate by the management, for the legal secretary's position.

Ref ALKW171123

Job Type: Full time, Permanent

Salary: £20,000 – 25000 -- Depend on experience

To apply for this post or seek further information, send an

email on: ali.liaquat@lkwsolicitors.co.uk.