

Job Title	<b>Legal Assistant – Private Crime</b>
<b>Job Overview</b>	<p>We are looking for a new Legal Assistant to support our client, a leading Law Firm in their busy Private Crime Department. This role will be supporting the whole team with administrative duties and the day to day running of legal cases.</p> <p>The role will be based in our Bristol office with the expectation that you will attend the office on a hybrid basis.</p> <p>We are looking for someone on a full-time basis. This is initially a one-year fixed term position, however there may be the opportunity to either extend the contract or move onto a permanent contract at the end of the fixed period.</p>
<b>Roles and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Assist with booking appointments and conferences for fee earners.</li> <li>• Assist with diary management for the team.</li> <li>• Arrange payment links online or process card payments over the phone.</li> <li>• Manage all new incoming enquiries for the team to ensure all calls and emails are returned.</li> <li>• Open and maintain new files on the internal case management system in line with internal procedures.</li> <li>• Ensure conflict checks are completed on every new file and when new documents are received.</li> <li>• Liaise with new and existing clients, either to inform them of our services, or update them regarding their case.</li> <li>• Producing, amending and sending standard letters to clients and other parties.</li> <li>• Undertaking dictation – typing letters/correspondence to clients</li> <li>• Overflow assistance/holiday cover for other admin members of the Private Crime team.</li> <li>• Chasing enquiries, outstanding payments, or external parties including the Court and Crown.</li> <li>• Preparing files for Defence Costs Orders and arranging DCO refunds to clients.</li> <li>• Accurately time record for all work carried out on the case management system where necessary.</li> <li>• Closing files upon conclusion of a case, ensuring files have met all requirements necessary prior to closure.</li> <li>• Ensuring standards of files are met in accordance with the Office Manual and Lexcel standards.</li> <li>• Processing monthly WIP report in line with internal procedures.</li> <li>• Any other duties as directed by their line manager, fee earners a member of the management team</li> </ul>
<b>Person Specification</b>	<ul style="list-style-type: none"> <li>• Experience in secretarial/administrative role (preferably in criminal law proceedings is desirable).</li> </ul>

	<ul style="list-style-type: none"> <li>• Previous experience of using digital dictation equipment.</li> <li>• Good communicator in both written and spoken English.</li> <li>• Proficient in using Microsoft Office packages.</li> <li>• Ability to learn and efficiently use practice and case management software.</li> <li>• Good understanding of client care requirements.</li> <li>• Must be proactive in seeking to assist fee earners and apply a consistent attention to detail.</li> <li>• Excellent time management and organisation skills.</li> <li>• A flexible approach and willingness to help out, with a "can do" attitude.</li> <li>• Good teamwork ethics;</li> </ul>
<b>Salary</b>	£23,500-£25,000 per annum depending on experience
<b>Working hours</b>	We are looking for someone on a full-time basis (9:00am to 5.00pm, Monday – Friday)
<b>Job type</b>	One year fixed term
<b>Closing date</b>	We reserve the right to amend the closing date or withdraw the advert without notice prior to the closing date.
<b>Why work for Reeds Solicitors?</b>	<p>We are a fun and flexible firm with good opportunities for development and career progression, in fact we have been award-shortlisted for our flexible working and wellbeing policies. We expect a lot from our employees but in return we offer:</p> <ul style="list-style-type: none"> <li>• The ability to earn up to 30 days of holiday with years of service (standard holiday packages start at 21 days plus all bank holidays);</li> <li>• Additional paid day off on your birthday.</li> <li>• Ability to purchase a further 5 days of holiday each year.</li> <li>• Discretionary additional holiday days given at Christmas (up to a maximum of 2 days)</li> <li>• Flexible working schemes available to all employees.</li> <li>• Private medical health care with the option to add optical and dental care.</li> <li>• Discounted gym memberships.</li> <li>• Fresh fruit baskets in each office on a weekly basis.</li> <li>• Cycle to work scheme, including e-bikes.</li> <li>• Unlimited access to online based training, structured regulatory checks and weekly 'top tips' to enhance and support remote working.</li> <li>• A culture of respect for colleagues and the best possible service for our clients.</li> <li>• Employee assistance programme with access to physical, mental and emotional health advice &amp; webinars, wellbeing videos and programmes, online counselling &amp; mini health checks.</li> </ul>



<b>How to apply?</b>	Please email your CV to <a href="mailto:recruitment@rockms.co.uk">recruitment@rockms.co.uk</a> with the job title clearly stated in the subject line.
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