



Legal Assistant – Dispute Resolution

Role Details

Title:	Legal Assistant
Department:	Dispute Resolution
Location:	Onsite – Hinckley Office
Working Hours:	Full time
Work pattern:	Monday to Friday
Contract Term:	Permanent
Salary:	Competitive - Dependent on experience

Role Summary

We are ideally seeking an experienced and highly organised Legal Assistant to join our Dispute Resolution Team at our Hinckley office. This is an excellent opportunity for a proactive individual to contribute to a busy and dynamic department, providing essential support to our legal professionals.

The successful candidate will carry out all typical legal assistant and secretarial duties, including preparing legal documents, managing correspondence, handling client enquiries, maintaining case files, and providing administrative support to fee earners.

Experience in civil litigation, housing law, and legal aid work would be highly advantageous.

What We Offer:

- **Career Growth:** Opportunity to develop your skills in a supportive and professional environment, with ongoing training and career progression opportunities.
- **Collaborative Team Culture:** Work alongside experienced legal professionals in a fast-paced and dynamic team.
- **Attractive Benefits Package:** Enjoy a range of benefits including a competitive salary, excellent holiday package, enhanced sick pay, free onsite parking, employee referral scheme, employee discounts, a pension scheme, and ongoing training.

What We're Looking For:

- Ideally a minimum 12 months' experience as a legal assistant or secretary within a law firm.

- Strong administrative and organisational skills, with the ability to multitask and work efficiently under pressure.
- Proficiency in MS Word, Outlook, case management systems, and digital dictation.
- Excellent communication skills, both written and verbal, with a professional and client-focused approach.
- Experience in civil litigation, housing law, and legal aid processes is desirable but not essential.

This is an exciting opportunity for a motivated Legal Assistant to join a busy and growing department, with the potential for long-term career development.

To Apply

Please submit your CV with a covering letter to Mr Craig Everitt, Practice Manager, at: craig.everitt@ldjsolicitors.co.uk.