



LEGAL ASSISTANT

Family and Care



ESTABLISHED 1948

RICHARD REED
SOLICITORS



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www.richardreed.co.uk

Our Company

We are a progressive and ambitious law firm that has roots going back to the 1940s. Now, in the 2020s, our forward-thinking leadership team is taking the firm to new heights with lots of exciting plans for growth ahead.

At the very heart of those plans for the future, are our employees. We understand and embrace that they are our biggest asset and we are committed to continually building on our inclusive and supportive working environment. This gives our employees the tools to do their best work which not only rewards them, but our clients too.

As a **Lexcel** accredited practice, we pride ourselves on providing outstanding client care and excellent quality legal services whilst offering all of our employees an enjoyable and supportive working environment.

Our busy and expert teams cover:

Family Law | Wills, Trusts & Probate | Residential Conveyancing | Personal Disputes | Dispute Resolution for Business | Corporate & Commercial | Commercial Property | Employment & HR | Agricultural Law



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Why Join Richard Reed?

- Be part of our exciting future
- Truly make a difference to the lives of those within our communities
- Be supported by friendly and knowledgeable colleagues that all share the same values
- Continue to develop your career through in-house and external training opportunities
- Regular appraisals
- Competitive/market rate salaries
- 27 days holiday
- Christmas Eve off
- Pension
- Death in service insurance
- Regular social events
- Employee high street discounts app (Reward Me Now)
- Discounted legal services for employees



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Our Core Values

Our firm's values influence, guide and structure all we do for clients of Richard Reed and when we are interacting with our colleagues. **We are:**

Results driven: We get the job done. Our team are motivated and driven to succeed and we pour passion and energy into every case to ensure a positive and satisfactory outcome for our clients.

Agile: No two people or businesses are the same. We adapt our approach and services to match the requirements of our clients and those of our colleagues.

Proactive: We work with clients and our colleagues to consciously strive to anticipate, identify and prevent future problems from happening.

Teamwork: We know first-hand just how much our clients can benefit from us having a collaborative team approach. All our employees, each with their own expert knowledge and skill, actively come together to work as a team, in all aspects of our business. This approach allows us to ensure our clients receive full and best advice, every step of the way.

Supportive: We welcome and invite conversations with both our clients and colleagues alike. We embrace and respect individual opinion and will take the time to listen and offer solutions.



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The Role

Based full-time (Mon – Fri) at our offices in central Sunderland, you will be required to work alongside other team members to provide our clients with a service that is of the highest standard.

Your responsibilities will include typing (via digital dictation) of documentation and correspondence; general administration including filing, photocopying, message taking and diary management.

You will also be required to undertake occasional reception duties and deal with Legal Aid applications and billing for the department.



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You..

- Must have at least 1 years' relevant experience, gained within a busy family and care law department.
- Must understand and have experience of the Legal Aid application and billing system, CCMS.
- Hold a business administration/secretarial qualification (desired but not essential).
- Have excellent accurate typing skills, with a speed of at least 80 wpm.
- Have good spelling and punctuation.
- Have an understanding of the concept of confidentiality and how to deal with confidential information.
- Have excellent organisational and communication skills.
- Have a self-starting approach to tasks and projects and have the ability to work on your own initiative.
- Have well developed interpersonal skills with the ability to interact with people at all levels and able to inspire confidence in clients and colleagues.
- Have the ability to work under pressure and as part of a team.
- Have good attention to detail and have the ability to learn new tasks quickly.
- Must be competent in Microsoft Office including a proficiency in Word and Outlook and have past experience of using a case management system and understand business accounting systems.



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Be part of Richard Reed's exciting future

Apply by sending your up-to-date CV and a covering email with details of your current salary, salary expectations and notice period to:

Amber Holt
Richard Reed Solicitors

amber.holt@richardreed.co.uk

Or for a confidential/off the record chat about this position, you can call Amber on **0191 567 0465**.

No agencies please.