JOB DESCRIPTION

PA - MEDIATION & FAMILY LAW

NORWICH

Part Time Position

Would you like to work for a top regional law firm committed to providing high quality legal service across a wide range of practice areas? We are growing our Norwich Mediation & Family Law Team and recruiting for a proactive and confident team player to join this hardworking and successful team.

This is a varied role providing full administrative support to the Mediation & Family Law Team based in Norwich.

The successful candidates will:

- Have exceptional client care skills
- Be willing to learn new skills
- Have excellent attention to detail
- Be well organised and self motivated
- Ability to stay calm under pressure
- Have excellent typing skills
- Is confident in dealing with the general public
- Can work on their own initiative taking a flexible approach to their role

Whilst previous administrative experience is an advantage, full company training will be given to the successful candidate who will also benefit from staff perks, with the opportunity to progress and develop your career.

Working hours: 14 hours per week - days and hours by agreement as we can be flexible in this respect.

To apply please download the application form, complete and send this along with your CV to:

hbrown@fosters-solicitors.co.uk

Applications sent by post should be sent to:

Heather Brown- Head of Human Resources and Client Care, Fosters Solicitors, 19 Bank Plain, Norwich, Norfolk, NR2 4FS.

We are an Equal Opportunities Employer.