
JOB DESCRIPTION

JOB TITLE:	PRIVATE CLIENT PARALEGAL
REPORTS TO:	DIRECTOR & HEAD OF DEPARTMENT
LOCATION:	TOWCESTER OFFICE

This is a very important role within the Private Client Department Team and the Firm as a whole. To be considered for the role, it is crucial that the candidate has at least 2 to 3 years of relevant experience as a Private Client Paralegal.

DUTIES & RESPONSIBILITIES:

1. Drafting Wills including property trust clauses and multiple beneficiaries
2. Drafting Lasting Powers of Attorney
3. Assisting with Estate Administration matters
4. Assisting with Estate Accounts
5. Liaising with clients, moving matters forward and assisting with day-to-day administration of files.
6. Assisting with and contributing to marketing initiatives where possible
7. Assisting the Head of Department, and other fee earners within the Team
8. Undertaking any other relevant and associated duties specified by the Head of Department.

PERSON SPECIFICATION:

To be considered for this role, you must have:

- Private Client experience.
- Excellent organisational skills, and ability to multitask.
- Impeccable time keeping and reliability.
- Impressive communication skills: verbal and written.
- Attention to detail, accuracy, and high-quality work.
- Ability to hit the ground running.
- Ability to work autonomously and as part of a Team – must be a team player.

If you would like to join our vibrant and friendly team, and if you believe that you meet most or all of the above criteria, please send your application to Mrs. Remi Stumpenhuisen: rs@arnoldthomson.com