



Job Title: Legal Administration Assistant Apprentice

Job Purpose: Provide assistance to the Criminal Defence Department

Salary: In line with current Apprentice Rate

Job Description

Levins are seeking a Legal Administration Assistant Apprentice to join our Criminal Defence Department.

The successful candidate will be managing a varied workload of administrative duties and will be offered the opportunity to train towards a national vocational qualification with a training provider. As time goes by, there will be further opportunity for the apprentice to develop and progress training as a paralegal.

Responsibilities

- Managing the incoming calls, logging calls
- Handling of incoming and outgoing post
- Client file maintenance, including accurate filing of correspondence and other documents on individual files
- Diary management
- Arranging appointments
- Basic bookkeeping
- Setting up conferences
- Support to fee-earners
- Copying and/or scanning of documents and creation of document bundles for counsel and court hearings (including e-bundles)
- File opening (on case management system and paper files)
- File opening checks, including ensuring engagement letter issued and on file, ID documents requested, and checks carried out
- File closure and archiving, including ensuring completion of archiving forms by fee-earners and heads of departments
- Office stationery - maintaining an inventory of stock of office stationery and office equipment, conducting regular stock checks, and preparing requests for replacement supplies
- Client meetings - regular checking of room booking diaries to ensure that client meeting rooms are cleared of papers, used cups etc. and tidied ready to receive clients. Offering and preparing tea, coffee, and water for clients

Person Specification

- Works well as part of a team but equally comfortable working on your own initiative
- Good organisational, time management and IT skills are necessary
- Able to meet tight deadlines whilst maintaining high levels of accuracy
- Excellent communication and client care skills



- Professional, personable, and pro-active in your approach
- Demonstrate a strong work ethic
- Has a desire for professional development
- Must be able to work within a team

Working week

- Monday - Friday, 9am-5pm

To apply, please send your CV and cover letter to nwoods@levinslaw.co.uk