



**Job Title:** Paralegal (Legal Assistant)

**Department:** Private Client

**Position:** Full Time

**Experience:** None required

**Location:** Exeter

**Salary:** Competitive

WBW Solicitors is one of the largest legal practices in the South West, with offices based in Exeter, Torquay, Paignton, Newton Abbot, Bovey Tracey and Launceston. With clearly defined divisions catering for business and private clients, our teams are able to offer the very best legal advice through a full range of legal services to individuals and businesses, across a wide range of areas and commercial sectors.

**The Role:**

WBW Solicitors has a fantastic opportunity for an ambitious legal assistant, to join our busy private client team in our Exeter office. You will be responsible for providing full support to the private client fee earners as well as delivering excellent service to your clients. Your duties will include typing/document processing large and small legal documents, diary management, task management and general administration support.

Full on the job training will be given therefore no previous legal experience necessary.

A willingness to learn and fully integrate as a team member is essential.

**The Candidate:**

The successful applicant must be computer literate and have a good standard of general education. Possess the ability to remain calm and efficient in a busy office environment. Willingness to build knowledge of the Private Client area of law and understand the need to comply with WBW policies. Attention to detail is paramount and excellent spelling and grammar is essential. The ability to give an excellent service to clients at all times is imperative. Successful candidates will be personable, articulate, and enjoy working both in an individual role and as an integral part of the team.

Preferable to have access to a motor vehicle for work use and be insured for work purposes. Must provide Driving Licence for annual check and be willing to sign a declaration to confirm that WBW will be notified of any change in licence status.

**Contact Details:**

If you would like further information or would be interested in applying for this vacancy please contact Julie Bond, HR Manager at WBW Solicitors on [recruitment@wbw.co.uk](mailto:recruitment@wbw.co.uk).