



Job Title: Legal Assistant

Department: Commercial Team (Employment, Corporate and Dispute Resolution)

Position: Full Time

Experience: Qualification in law or experience working in a law firm

Location: Newton Abbot

Salary: Competitive

WBW Solicitors is one of the largest legal practices in the South West, with offices based in Newton Abbot, Exeter, Torquay, Paignton, 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 commercial team in our Newton Abbot office. The role will focus on supplying support and assistance at paralegal level to the Newton Abbot based Employment, Corporate and Dispute Resolution fee earners.

This is a non-fee earning role initially with opportunity for career progression for the right applicant. Qualification or some experience in law is essential but does not necessarily have to be in the commercial field, as training will be provided with a view to ongoing career development for the suitable applicant.

Employment and Dispute Resolution

- Communicating with clients by phone, email and in person to include:
- Fielding new enquires
- Assisting and advising existing clients
- Assistance with employment tribunal and dispute resolution claims, e.g. trial bundles, witness statements, communication with counsel, court, employment tribunal and ACAS.

Corporate and Commercial

- Company incorporation and searches.
- Assistance with corporate deals.
- Some drafting after appropriate training – e.g. terms and conditions.
- Support with intellectual property work, e.g. trade mark registrations.
- Companies House forms.

General

- Business development such as assistance with producing articles and social media usage such as Twitter and Facebook.
- Research
- Assistance with event planning such as seminars and networking events.

Confidence, 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 commercial 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 juliebond@wbw.co.uk