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**Paralegal - Private Client Team**

Powell Eddison Freeman & Wilks solicitors is a full-service law firm based in Harrogate. It has 21 members of staff and two offices with further expansion plans in 2022. The firm is a thriving and expanding legal practice committed to serving individuals and businesses with an enviable client base.

We are looking for an enthusiastic paralegal to join our reputable and growing Wills and Probate team.

This is an exciting opportunity to work within an established team. The right candidate will have the opportunity for training and development, and the prospect of running a small caseload independently with supervision and support.

**The role**

As a paralegal working in the Private Client department, you will assist the team to deal with all manner of private client work to include Wills, estate planning, Lasting Powers of Attorney, Enduring Powers of Attorney, Court of Protection work, trusts, and probate administration.

This will include: - taking initial enquiries, quoting, answering questions and queries, managing client expectations, drafting legal documents and correspondence, updating databases and software, attending meetings including off-site visits, administration and more.

The team will take an active interest in your training and development in this post.

**Candidate**

Ideally the successful Wills & Probate Paralegal will have completed their LPC (but this is not essential) as progression opportunities are genuine within this sought-after firm.

The successful candidate will be responsible for:-

* Dealing with initial client enquiries to provide quotes for legal services
* File opening administration and due diligence to ensure matters can proceed
* Dealing with client enquiries over the phone & via email to provide satisfactory client service
* Sending correspondence to clients and other third parties
* Updating firm databases
* Setting up meetings – face-to-face or via zoom
* Conducting research on relevant topics / case law
* Taking initial instructions from clients for Wills & LPAs and running a caseload of simple matters after training from Head of Department (with supervision and support)
* Preparation of Wills
* Preparation of Lasting Powers of Attorney to include registration of EPAs and LPAs
* Estate Administration including visiting properties, organising paperwork, drafting documents, third party correspondence and more. There will be an opportunity to run small probate administration files or grant only files (with training, supervision, and support from Head of Department)
* Assisting other Fee Earners in the department with general administration

The ideal candidate will:-

* Have experience of working within a similar role/or an eagerness to learn
* Have strong customer service skills and able to work to various deadlines
* This is a demanding and challenging role, so you need to have excellent organisational and time-management skills, work well under pressure
* Have excellent IT skills
* Experience using case management systems is desirable (but not essential as training on our systems will be provided)
* Have excellent attention to detail
* Have very good verbal and written communication skills
* Have a clear understanding of confidentiality / Data Protection
* Have the ability to work in a team, whilst having the initiative to work alone
* Have a full clean driving licence (ideally)