



Personal Injury Legal Assistant – Full or Part Time

Due to the development and growth of the firm's department, we are now seeking to appoint an RTA Legal Assistant to work alongside our existing team.

We are seeking a confident, proactive, flexible, enthusiastic, self-motivated and professional Legal Assistant to provide support to our Personal Injury department.

The ideal candidate will be confident and enthusiastic and will be able to demonstrate experience of Claimant litigation work. The ideal candidate will have 3+ years and have a proven track record of assisting on a litigated caseload at all stages, including fast track matters and exposure to multi-track work.

This role offers the opportunity to join an established law firm. You will also be offered excellent training and development and will have the opportunity to develop your career as the department grows.

To be considered for this excellent opportunity, the attributes required are:

- At least 3 years Claimant personal injury experience.
- Experienced in liaising with courts and barristers with general case preparation including instructing experts and briefing Counsel.
- Professional, articulate with good sales skills and be comfortable persuading prospective clients of the benefits of instructing our firm and be adept at obtaining funds.
- Whilst the successful candidate will receive close supervision and support from experienced Solicitors, he or she will be required to manage a workload autonomously.
- Experience of assisting with advice on indemnity, liability and quantum.
- Experience of critical thinking and assisting with quantum analysis.
- Excellent communication skills, both oral and written.
- Ability to provide high quality advice to clients from all sectors across a broad range of issues.
- Ability to form good relationships with clients, colleagues and service providers and to work as part of an effective team.
- Good IT skills including the ability to utilise a case management system.
- Commercial attitude with ability to practice good financial management of files and caseload.
- Ability to work on own initiative.
- Well organised, with a clear and professional telephone manner.
- Well presented, punctual, confident, and self-motivated.
- Flexible in your working approach with the ability to multi-task and prioritise workloads.

Please send your CV and covering letter to sbirchall@kirwans.co.uk.