

Available vacancy: Administration Assistant – Private Client

Term: Full – Time

Location: Bromley & Beckenham

Salary - £18,000.00 per annum.

Exciting Opportunity at Judge and Priestley LLP

We are a leading regional law firm, serving a wide range of commercial and private clients across London and the surrounding counties, from our Head Office in Bromley. Established since 1889, we've come a long way and today we are a modern, progressive practice, proud of our record on diversity and inclusion and reputation for training and promoting staff from within the business.

Listed in the Legal 500, our Private Client team has grown significantly in recent years and is now one of the biggest teams in the south east, supporting and advising clients on a comprehensive range of personal matters including: estate planning, tax, trust, contentious and non -contentious probate, wills and powers of attorney and elderly client affairs. The team members support clients making important personal decisions and through often challenging and difficult times in their lives and take pride in their empathetic approach, interacting with clients in a supportive manner, in clear terms which are easily understood.

As an Administration Assistant in the team, you will provide general administrative assistance to the Private Client Team, and will work 3 days from our Bromley office and 2 days from our Beckenham office.

You understand the importance of attention to detail and are well and truly committed to delivering a great service. You enjoy working in a busy team and have the ability to work under pressure and to deadlines. You're naturally organised and can prioritise effectively.

You should have:

- 5 GCSEs at A-C grade (or equivalent), including English

We offer an attractive salary and package. You will receive 22 days annual leave plus bank holidays. Other benefits include £500 relocation incentive, contribution to legal fees, death in service benefit, birthday off, Christmas bonus, profit share bonus, access to 'cycle to work' scheme, Bupa Health Cash Plan to name a few.

If your application is unsuccessful, we may keep your personal data on file for up to 12 months. We recommend that you read our Job Applicant Privacy Policy which you can find on our website.

Judge & Priestley is committed to equality of opportunity and welcomes applications from all sections of the community.

We will offer an automatic interview to candidates who meet the minimum requirements for the role and have a disability under the Equality Act 2010. Please call our HR department on 0208 290 0333 if you believe that this applies to you.

Please note that upon acceptance of an offer of employment all successful applicants are required to undergo a Basic Disclosure for unspent convictions.

Please email CV to jprecruitment@judge-priestley.co.uk to apply or for further information.