



## Full Time Legal Assistant

An excellent opportunity has arisen for a motivated hard-working individual to undertake work in our Conveyancing, Private Client and Family Departments, as well as being involved in reception duties and the firms' archiving procedures. The position will be across both of our offices at Mold and Ruthin.

You will be expected to carry out administrative duties within the office including dealing with the post, drafting documents, answering calls, taking notes, making appointments and some audio typing. You should have excellent communication skills with the ability to deal with call that come into the departments and take initial instructions from clients.

Experience with a case management system is preferable.

Previous experience would be an advantage for this position, particularly working as part of a team in a busy office environment.

We are always looking for talent to join us and look to recruit to ensure the future of our firm. It is important to us that the right candidate is selected.

Llewellyn-Jones is passionate about recruiting and retaining outstanding staff.

Your normal working hours will be 9am-5pm Monday to Friday.

The ability to speak Welsh would be desirable but not essential.

If you are interested please apply with a CV and covering letter to:- [colettefletcher@llew-jones.co.uk](mailto:colettefletcher@llew-jones.co.uk) and [chloeroberts@llew-jones.co.uk](mailto:chloeroberts@llew-jones.co.uk)

Llewellyn-Jones is committed to equality of opportunity.

**Mold/Yr Wyddgrug:** ☎ 01352 755305 📠 01352 755487 (Not for service) ✉ post@llew-jones.co.uk 🖱 www.llew-jones.co.uk

🏠 Victoria House, Grosvenor Street, Mold, Flintshire CH7 1EJ 🏠 Tŷ Victoria, Stryd Grosvenor, Yr Wyddgrug, Sir y Fflint CH7 1EJ

**Ruthin/Rhuthun:** ☎ 01824 704495 📠 01824 702535 (Not for service) ✉ post@llew-jonesrhuthun.co.uk 🖱 www.llew-jones.co.uk

🏠 Barclays Bank Chambers, Clwyd Street, Ruthin, Denbighshire LL15 1HF 🏠 Siambrau Banc Barclays, Stryd Clwyd, Rhuthun, Sir Ddinbych LL15 1HF

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**Consultant solicitor / Cyfreithwyr ymgynghorol:** Dion ap Geraint Williams LLB (Hons)

**Solicitors / Cyfreithwyr:** Nesta Myfanwy Davies LLB (Hons) Nerys Wyn McKee LLB (Hons) • **Licensed Conveyancers / Trawsgludwyr Trwyddedig:** Clare Lewis

**Practice Manager:** Kathryn Barr **Paralegal:** Bethany Longmuir Q.Inst.Pa

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