**Job Description**

**Job title:** Litigation Assistant

**Department:** Personal Injury

**Location:** London

**Reporting to:** Partner

**Hours:** Full-time role (5-days, 35 hours per week), 2 days per week may be worked at home, subject to the requirements of the firm’s home working policy. Office hours are 9.30am to 5.30pm Monday to Friday

**Contract:** Permanent, full-time

**Overall purpose for this role**

Leigh Day has a team of specialist claimant lawyers with unrivalled expertise in the field of personal injury. We have been identified by the leading legal directories as one of the country's leading firms of claimant personal injury solicitors. This role will suit someone with relevant legal, secretarial and / or administrative support with the ability to produce accurate work.

Based in our Personal Injury Department, this role involves utilising our case management system, producing documents, filing, managing diaries, dealing with clients, experts, counsel, and other solicitors, preparing and checking bundles and dealing with other general administrative tasks.

**Key duties and responsibilities:**

**General:**

* Produce accurate documents.
* To audio type from dictation if required.
* Liaise with clients including arranging meetings and the giving and receiving of information and documents as directed.
* To utilise Leigh Day Practice Management System to ensure cases are progressed.
* Proactively organise schedules, including diary management and meeting coordination.
* Establish and maintain efficient filing systems within our Case Management System, this includes the timely and accurate filing of correspondence and documents.
* Accurately open and close client files, undertaking any file management tasks as required. Accurately follow procedures when preparing files for archiving.
* As directed, draft correspondence, minutes, and meeting notes for approval by the relevant colleagues.
* Undertaking occasional time recording and the preparation and submission of bills as required.
* You will also be required to undertake other duties commensurate with the role as required.

**Person specification**

**Essential**

* Genuine interest to work with a leading claimant law firm and passionate about providing access to justice to all.
* Ability to produce work accurately, promptly and efficiently and work with initiative, maintaining a flexible and responsible approach.
* Proven ability to communicate accurately, clearly, and concisely, both verbally and in writing with a wide range of clients and various stakeholders. Relevant experience in providing first class client care.
* Good academic background and excellent literacy skills
* Demonstrable experience of a high level of proficiency in IT, especially with word and excel skills, fast and accurate keyboard skills, and ability to work with a database.
* Proven ability to organise and prioritise workload and work to tight deadlines whilst maintaining a positive attitude.
* Proven ability to work and contribute to a team environment.

**Desirable**

* Relevant personal injury and / or litigation experience will be advantageous.
* Relevant experience of working with case management systems will be advantageous.
* Preferable to have experience in providing administrative / secretarial litigation support to a legal team / solicitor(s) but not essential.