



## Paralegal

**Do you want to work for a dynamic growing law firm, that has been recognised for its innovation in approach? Agri Advisor is a specialist legal firm that advises farmers, landowners and people living in rural areas.**

### **Duties will include:**

- Drafting of letters and legal documents;
- Dealing with enquiries from clients in person and via email, fax and letter;
- Dealing with telephone calls;
- Managing diaries and appointments;
- Copying, scanning and faxing;
- Preparation of court files;
- General management of client files, and
- Supporting Fee Earners in all day-to-day duties.

### **Key qualities:**

- Team player;
- Ability to prioritise and organise workload;
- Research capabilities;
- Excellent communication skills;
- Experienced in Microsoft Office;
- Ability to prioritise workload and multitask;
- Discreet;
- Professional, and
- Articulate with good grammar and spelling.

We are looking for someone that has completed their law degree and is looking for an excellent opportunity to develop and learn in a supportive and progressive team.

Full and part time applications considered.

For further information and details on how to apply **please contact Rich Foxhall, Employability Officer** at Bangor University by emailing [targetconnect@bangor.ac.uk](mailto:targetconnect@bangor.ac.uk) with 'Employ Autism - help' as the subject.