



**attwells**<sup>LLP</sup>  
Solicitors

Job Title:	Paralegal working in Firm's Conveyancing Department
Start Date:	Immediate
Location:	Ipswich
Hours:	9am - 5.30pm
Salary:	Living Wage
Other benefits:	Participation in Firm's discretionary bonus and incentive schemes Interest Free Travel Loans Long service benefits after 4 years of employment
Holiday:	25 days per annum
Pension:	Auto enrolment on to our pension scheme

### **Who are Attwells?**

With its head office in Ipswich Attwells Solicitors is the leading property firm in East Anglia with a boutique London office. Committed to helping its people get ahead Attwells' lawyers are positive and enjoy strong personal relationships with their clients.

Working at Attwells is about the "4Ps":

Personal – Caring for our clients and one another  
Professional – Always acting with trust and integrity  
Progressive – Growing and improving for our clients and ourselves  
Positive and being a "can-do" team player.

If this is you then we would like to hear from you.

From 1 May to 31 August each year Attwells operates discretionary "Summer Fridays" closing at 5pm every Friday.

Attwells believes in rewarding long service and therefore all employees who have been with Attwells for over 4 years are entitled to the following:

- Free parking contribution to travel

- Private medical cover
- Private health insurance

### **The Role**

Attwells' are looking for high calibre law graduates with the LPC who are looking to be given an opportunity to develop a career in the law and with training contract opportunities. A high pass rate of the property element of the LPC is required.

Attwells' have a paralegal position available and the applicant will be expected to undertake at least 12 months paralegal training before the offer of a training contract as a solicitor will be made.

The applicant must have a strong academic background, be focused upon client care, have strong communication skills, be prepared to work hard and have strong IT skills.

### **Essential Skills**

- Strong IT skills
- Proven client care/customer service record
- Strong academic background
- Strong communication skills
- Strong organisation skills

### **Competencies**

- Positive outlook
- Team player
- Professional
- Personable
- Caring
- Capable of demonstrating self-improvement
- Ambitious

To apply please send your CV, Covering Letter setting out why you would like to 'work at Attwells' and Equal Opportunities Monitoring Form (which can be found on our website) to [emma.matthews@attwells.com](mailto:emma.matthews@attwells.com)