



NQ Solicitor/Paralegal or Legal Executive – Wills and Probate

Newport's determined drive to 're-invent' itself isn't only attracting an influx of external investors, intent on transforming the urban landscape. The enterprising spirit of the city's £600m regeneration programme is also doing much to fuel the growth ambitions of leading companies already established there. Prominent among this vibrant new wave is law firm Harding Evans.

Harding Evans has responded to changing patterns of market demand by developing a wide spectrum of specialist disciplines, for both private and commercial clients. There are now more than 20 distinct areas of the law delivered under one roof at the firm's Newport city centre base which employs in excess of 120 staff.

In our continued commitment to focus on best serving our clients and expanding on our teams of specialist, highly professional solicitors, we are looking to appoint either a **Newly Qualified Solicitor, Legal Executive** or a **Paralegal** for our **Wills and Probate** department within the Firm.

Your skills and experience to date should include:

- A minimum 6 months working in a Wills and Probate department which may include experience in this area pre- or post qualification
- Ability to contribute to the smooth running of the department through assisting the Head of Department in their achievement of the goals of the business plan
- A knowledgeable, professional and confident approach to clients in order to convey a true understanding of the client's needs and maintain their confidence.
- Proven ability to manage own caseload. To ensure that all client work is progressed expeditiously and to provide a profitable contribution to the work of the Wills and Probate Department.
- A good sense of commercial awareness with the ability to maintain excellent working relationships not only with the other personnel within the department, but also with external institutions and organisations.
- A commitment to hard work in the field of Wills and Probate.

We offer a competitive salary based upon your experience and a range of benefits which includes a profit related bonus scheme.

If you would like the opportunity to join our expanding firm at this exciting time, please forward your CV to Amanda Lane, HR Manager at Harding Evans Solicitors, Queens Chambers, 2 North Street, Newport, Gwent, NP20 1TE, or by email at al@hevans.com