



L I M I T E D

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Lane

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Will and Probate Paralegal (Full time)

This role is based within our Head office in Sheffield and applicants are therefore required to be able to attend daily.

The ideal candidate will be responsible for the collection of information and preparation of wills for our clients as well as having an input into the Wills and Probate Team's other work including obtaining grants, administering estates and dealing with lasting powers of attorney.

Responsibilities

- Review and draft routine legal documents
- Create and maintain case files
- Facilitate the meeting of deadlines by keeping organised schedules and providing timely reminders
- Conduct legal research

Qualifications

- Experience as a legal secretary or assistant or paralegal specifically in wills and probate - including drafting wills
- Legal degree or Paralegal certificate preferred but not essential

If you are interested, please send us your contact details with covering letter and CV.