

Paralegal – Turpin & Miller LLP

The Company

We are on the cutting edge of immigration law and looking to find someone with real passion and desire for work in this area.

Are you sharp, diligent, friendly, driven? If so, we have a fantastic opportunity for you at Turpin & Miller LLP!

The Role

Based in our Oxford offices, we are currently recruiting for a paralegal to join our team on a permanent basis, working with foreign national women in prison. This is a great opportunity for someone passionate about the rights of vulnerable and marginalised foreign national women to work in a highly reputable national law firm. This is a fast-paced role requiring a positive, confident, proactive, and empathetic approach. There is opportunity for progression within the firm for the right candidate.

You will take pride in your work displaying a high level of attention to detail, demonstrate a strong client service orientation, and thrive in a business where accuracy, hard work, and flexibility are imperative.

Your job role will include:

- Administrative support
- Taking client instructions
- Undertaking legal research
- Assisting with the preparation and submission of representations and appeals
- Communicating with clients and various third parties

Requirements:

- Degree educated
- Excellent verbal and written communication skills
- Interest in immigration law and human rights for foreign national women in prison
- Highly organised

Benefits:

- Opportunity for speedy progression to a fee earner role through the Law Society immigration law accreditation scheme
- Potential to obtain QWE
- 25 days annual leave
- Company sick pay
- On-site parking
- Salary – from £19,500

If you are a dedicated individual and are looking for an opportunity where you can develop and build a successful career in law – then apply today!