



Paralegal – Turpin Miller LLP

The Company

We are on the cutting edge of Immigration and Housing law and looking to find someone with real passion and desire for Immigration or Housing Law.

Are you sharp, diligent, friendly, driven? If so, we have fantastic opportunities 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. This is a great opportunity for the right candidate, within a highly reputable national law firm. This is a fast-paced role requiring a positive, confident, and proactive 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, a strong client service orientation and will 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 applications
- Communicating with clients and various third parties

Requirements:

- Degree educated
- Excellent verbal and written communication skills
- Interest in Immigration or Housing law
- Highly organised

Benefits:

- Excellent progression opportunities to a fee earner role quickly
- 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!