

Job description

Wills, trusts and probate – Paralegal

The role

We have a fantastic opportunity for a Paralegal in our Marlow office.

The team

The team help clients through every stage of life, advising on Wills, Trusts, Probate, Estates, and Powers of Attorney. Our focus is on reducing stress with clear, tailored guidance.

We take a sensitive, practical approach and pride ourselves on the trusted relationships we build. Every team member plays a key role in delivering a personal and high-quality service.

Key requirements

- Assisting fee earners with Probate matters, to include making applications for Grants of Probate, using the Probate Case Management System, corresponding with clients/banks/surveyors/estate agents.
- Assisting fee earners with Lasting Power of Attorney matters, to include drafting documents and sending out letters.
- Providing cover for the New Business Executive during her annual leave, to include taking new client enquiries over the telephone, providing quotations and making appointments
- Wills & Probate experience desirable but not essential

Salary to be discussed at interview.

Outline of Duties

You will be responsible for:-

- Case Management entry of new matters
- Management of filing system
- Typing dictated meeting notes and letters
- Administrative support for fee earners
- General support for the team

After appropriate training

- Compiling your own written communications
- Maintaining Case management system
- Drafting documentation as required
- Liaising with clients and professional contacts

NB: This job description is not to be regarded as exhaustive. There may be other duties and requirements associated with the position and, in addition, as a term of employment, staff may be required to undertake other duties as may reasonably be required of them. They may also, from time to time, be required to use their cars on firm's business.

About us – Blaser Mills Law

We have grown substantially over the last five years, now employing over 140 staff, with a turnover of circa 12 million. We are a full service firm, with half of the turnover coming from the commercial side of our business.

We have created a modern, forward thinking, and responsible business, based on our Core Values. For more information, please see: [Our Core Values - Blaser Mills Law](#)

With an excellent remuneration package, benefits, holiday entitlement and working environment, this is an excellent opportunity not to be missed. It is possible that the role can be carried out flexibly, and we are very open to discussion.

Diversity, Inclusion, Social Mobility and Well-Being

It is part of our DNA to attract the best people and create an outstanding working environment that people want to be a part of, and remain with, throughout their careers.

We are proud of the diversity within Blaser Mills Law, which has allowed us to create a firm full of brilliant, unique minds. Further information can be found at [Inclusion - Blaser Mills Law](#)

We are pleased to be a Disability Confident Committed employer (Level 1).

As a supportive and inclusive workplace, we encourage applications from all candidates with the right experience and qualifications. We are, of course, happy to discuss any reasonable adjustments that may be required. Please email HR@blasermills.co.uk or inform the partner when shortlisted for interview.

How to apply

If Blaser Mills Law sounds like the right fit for you, then please send your CV and a short cover letter to HR@blasermills.co.uk or for a confidential conversation, please call [0203 814 2020](tel:02038142020), asking for Clare O'Connor Ashworth.

Data will be kept in line with our data protection and [privacy notice](#).