

## **INFORMATION ABOUT THE ADMINISTRATIVE ASSISTANT POST**

We are a specialist team of legal aid lawyers working for tenants, the homeless, migrants, disabled people, and welfare benefits claimants.

Our lawyers and support staff include fluent speakers in Spanish and Portuguese and we provide a full bi-lingual service in those languages.

We are looking for someone who can demonstrate commitment to our aims, ability and experience, the capacity to multitask, and to learn quickly.

We expect the successful candidate to have good communication skills.

Portuguese (or ability and willingness to learn quickly), computer literacy and proficient typing are essential. Spanish would be an advantage.

Organisation, enthusiasm, energy, tolerance, social awareness and a commitment to hard work in a team are required. In addition, we shall be looking for:

1. adaptability to change and new working methods;
2. sensitivity to the needs of clients whose first language is other than English.

We would like the successful applicant to start as soon as possible.

The deadline for applications is 20 December 2017.

We will contact successful applicants for interviews to be held during the week of 8 to 12 January 2018.

Salary is £19,000 Rising to £20,000 after completion of 6 months' probation period