

Legal Assistant – Commercial Property

Location: Carmarthen (on-site)

Start Date: ASAP

Job Type: Full-time, Permanent

Salary: Competitive, based on experience

Benefits:

- *Generous holiday entitlement*
- *Pension contributions*
- *Career development and training opportunities*
- *Wellbeing initiatives and employee support programmes*

Kick-start Your Legal Career with Redkite Solicitors!

Are you looking to build a **thriving career in Commercial Property law**? Do you want to work for a **long-established yet forward-thinking** law firm that truly values its people?

At **Redkite Solicitors**, we've been providing expert legal advice since **1898**, helping individuals, families, and businesses across our communities. With a **growing team of 250+ staff**, we are proud to be an **employer of choice** that offers real opportunities for progression.

This is an **exciting opportunity** to join our **Commercial Property team** as a **Legal Assistant** on a permanent basis. You'll be working closely with experienced **Fee Earners**, supporting casework, handling client communications, and gaining **valuable hands-on legal experience**.

What You'll Be Doing:

- **Supporting Fee Earners** with case management and organisation to ensure smooth case progression.
 - **Drafting legal documents and correspondence**, conducting legal research, and liaising with clients.
 - **Handling administrative tasks** such as file opening, billing, and archiving.
 - **Assisting with new client enquiries** and ensuring excellent client service.
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What We're Looking For:

- **A keen eye for detail** – accuracy is key in the legal world!
- **Excellent IT skills** (MS Office proficiency essential).
- **Highly organised and proactive** – able to juggle multiple tasks and meet deadlines.
- **Strong communication skills** – you'll be working closely with clients and legal professionals.
- **A passion for law** and an eagerness to learn and develop.

Education: Bachelor's degree in Law. (2025 graduates considered)

Location: Carmarthen (must be able to reliably commute to the office)

Welsh language skills are a bonus but not essential.

Why Join Redkite Solicitors?

- Work for a **leading law firm** with a **rich history and a modern outlook**.
 - Be part of a **supportive, collaborative, and friendly team**.
 - Gain **valuable experience** working in Commercial Property law.
 - **Excellent career development opportunities** – structured training and support for progression, including potential qualification pathways.
 - A dynamic and engaging workplace culture that values **work-life balance** and professional growth.
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How to Apply

 To apply, please send your **CV and cover letter** to **careers@redkitelaw.co.uk**.

 Applications will be reviewed on a rolling basis, so apply early to avoid missing out!

Diversity & Inclusion Statement

Redkite Solicitors is committed to creating a diverse and inclusive workplace where everyone is valued and respected. We welcome applications from all backgrounds, regardless of age, gender, ethnicity, disability, sexual orientation, or any other protected characteristic. If you require any adjustments during the application process, please let us know.

Join Redkite Solicitors and take the next step in your legal career today!