

Carlisle Solicitors is a dynamic and progressive Law Firm based in Dublin City Centre specialising in Commercial Litigation, and is part of Tracey Solicitors LLP Group.

We have a terrific team structure, a client-centric culture and have been paperless since 2008. If you are looking to boost your career and grow your skills then look no further.

Overview:

This role offers a fantastic opportunity for a self-motivated candidate to join the firm at a time of change for the legal profession in Ireland. The role will be responsible for supporting the Legal Team in actively managing daily workloads. You should have the ability to work in a challenging and dynamic environment with evolving priorities.

This is a great opportunity for an enthusiastic candidate to work with a progressive and personable law firm.

As part of a new phase of business growth and development, we are seeking an experienced Debt Recovery Legal Assistant. This role offers a fantastic opportunity for a self-motivated individual to join the firm.

The role will have responsibility supporting a Solicitor and Legal Executive in the management of their file portfolios.

This varied role includes:

- Diary management
- Court attendance for motions, assistance on hearings;
- Liaising with clients
- Digital Dictation
- Support day to day activities such as admin tasks regarding incoming and outgoing post, scanning, allocating, filing; new file set up, demand letter, or assisting with mediation declaration, certificate of confirmation, declaration/endorsement of service, judgment papers, service of judgment, sheriff (all elements), registration if received with sheriff instruction, etc.

The successful candidate will:

- Hold a degree in Law (desirable but not essential)
- A minimum of 6-12 months debt recovery experience in a legal firm (highly desirable)
- Be available 5 days a week in the office – Monday to Friday from 8.30am to 5pm
- Excellent written & verbal communication skills
- Be a good team player and have a flexible attitude to work;
- Have customer service skills and good telephone manner;
- Good typing skills and the confidence to embrace best-in-class office technology
- Be a motivated energetic self-starter, capable of working well under pressure;

The rewards package will be very attractive to the right candidate, and we'll take your track record and past successes into account when making you an offer.

To arrange an informal meeting and see if we're suited to each other, there's no need to send us a formal CV – although you can do so if it suits you better. Instead, you can just drop a simple email to law@carlisesolicitors.ie and let us know where you've worked to date, and why you think we could be a great fit for each other.