

Job Description

Job Title:	University Placement Student
Team:	Dispute Resolution Department – Bournemouth UK
Reporting to:	Head of Department

Laceys is a well-established, trusted and forward-thinking local law firm operating from 2 Bournemouth based offices across a broad spectrum of practice areas.

We're recognised in the Legal 500, demonstrating our strength and depth of legal advice across a range of services, for both individuals and businesses.

The Role:

We are seeking a motivated and enthusiastic university placement student to join our Dispute Resolution Department. This role offers an excellent opportunity to gain hands-on experience in a dynamic legal environment and contribute to the success of our team.

Key Responsibilities:

- **Client Onboarding:** Speak with prospective clients, take details of their enquiries and facilitating with the onboarding and file opening compliance processes.
- **Case Work:** Work closely with fee earners on case work to assist with the preparation of bundles and other necessary documentation on active cases.
- **Licensing Applications:** Collaborate with the licensing team to make straightforward applications and administer files related to licensing matters.

Qualifications:

- Currently enrolled in a university law program or related field.
- Strong communication skills, both written and verbal.
- Excellent organizational skills and attention to detail.
- Ability to work independently and as part of a team.
- Proficiency in Microsoft Office Suite.

Knowledge:

- A good understanding of how to manage a variety of administrative duties
- A high degree of IT literacy, particularly a good familiarity with MS Office and ideally with experience of using electronic case management systems



Skills:

- Flexible and motivated. We value enthusiasm and commitment as well as ability and experience
- Resilient and highly organised in a busy working environment
- Excellent interpersonal and communication skills
- A strong team player who supports colleagues and the work of the team
- Attention to detail and effective time management

Benefits:

- Gain practical experience in a reputable law firm.
- Work alongside experienced legal professionals.
- Develop skills in client interaction, file administration, and case preparation.
- Opportunity to contribute to real-world legal cases and projects.

Application Process:

Interested candidates should submit their CV and a cover letter outlining their interest in the position and relevant qualifications.

