



L E G A L
S E R V I C E S

Join Our Team

Legal Assistant

TMT have a strong reputation for their legal services and we know that hard work and an excellent team ensures we continue to be the best. Our growth has created opportunities for talented individuals to join our team.

We are looking to recruit a full time Legal Assistant to join our Client Services Team at our Headquarters in Hythe. You would be expected to work diligently and while under pressure, communicating with clients and colleagues across the company. Experience and knowledge of all Microsoft programmes is required, along with the ability to quickly learn new, in-house systems and practices, where full training will be given.

Location: Hythe, Hampshire

Salary: from £22,750 (dependent on experience)

Hours: Full time, office based. Monday – Friday

Company Benefits include: 25 days annual leave, plus bank holidays, plus your Birthday off, free parking, social events and lots more!

Are you looking for:

- ♦ An **innovative** law firm where the latest technology is used and fully integrated.
- ♦ A **dynamic** law firm where career progression is encouraged.
- ♦ A **friendly** atmosphere with generous leave and employee benefits.
- ♦ A **professional** team who are forward-thinking with client-focused services.

Then TMT Legal Services is the modern law firm for you!



A Culture We Are Proud Of

Our culture is an integral part of everything we do and is something we are incredibly proud of. We offer a successful, supportive and collaborative place to work.

We are strong advocates for career growth and invest in our people while ensuring we stay ahead of the evolving technological landscape. In return for your hard-work and commitment we can offer you:

- A friendly, modern working environment.
- Competitive salary, annual review and a bonus scheme.
- Employee-Led Career Development and Training.
- Five weeks annual leave plus bank holidays.
- Your birthday off.
- Company Pension through 'The Peoples Pension'.
- 4 x Death in Service benefit.
- Access to a 'Smart Health' support service.
- Flexibility and home working in some roles.
- Complimentary office refreshments.
- Weekly bakery treat.
- Employee of the Month gift.
- Company social events.
- Wellbeing sessions.
- Monthly staff newsletter.

To apply, send your CV and a covering letter, to Kelly Vaughan on:
hr@tmtlegalservices.co.uk