

pavilion row
THE WILL, PROBATE AND TRUST SPECIALISTS



Legal Support Associate

Pavilion Row is a STEP Platinum Employer Partner
accrediting the strength of our learning and development culture

Level Support Associate

Part or full time, office based at our Sheffield Office, S21 3WY.

Are you looking for a stable, long-term role in a professional office environment where you can do great work, be part of a supportive team, and build expertise without needing to constantly progress into senior roles?

We're looking for a **Legal Support Associate** to join our Legal Support Team at Pavilion Row , a specialist law firm focused on Wills, Trusts and Probate.

Why join Pavilion Row?

At Pavilion Row, we do things differently. Our culture is built around three simple values:

Care | Collaborate | Try Hard

We believe in developing talent at every stage and creating a supportive working environment where people can build strong routines, take pride in accuracy, and feel confident in their role. This is a position for someone who enjoys being reliable, consistent, and part of a team that values doing things properly.

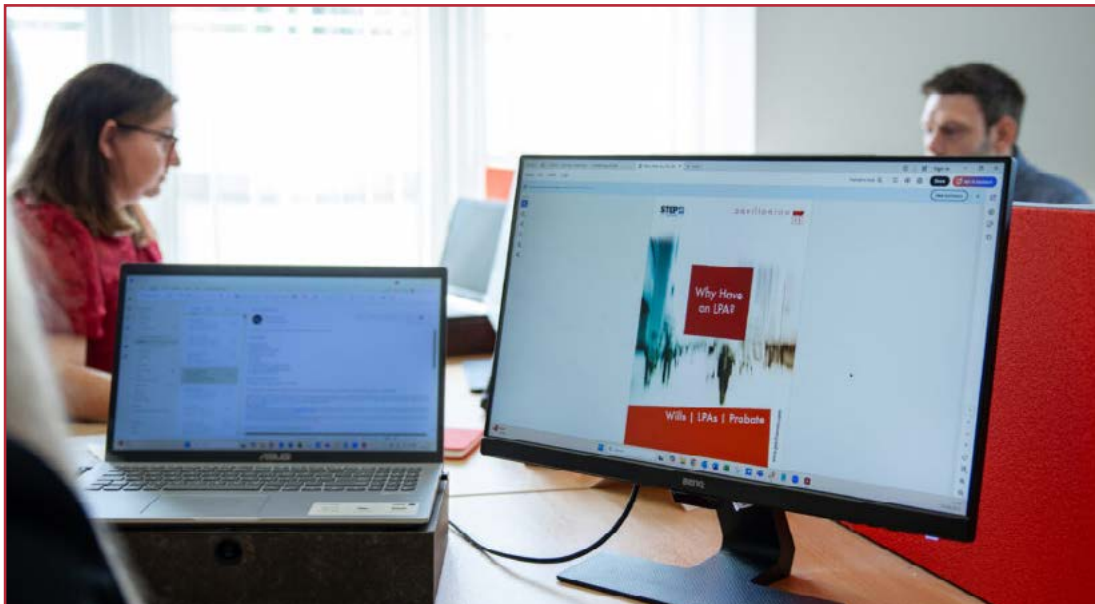
We are looking for someone who wants to settle into a long-term administrative position and enjoy their work.



What you'll be doing

You'll play a key role in supporting our Legal Team helping ensure client matters are progressed accurately and efficiently. Your day-to-day responsibilities will include:

- Supporting the preparation of legal documents, including Wills and LPAs
- Speaking to clients and dealing with queries
- Preparing client engagement documentation
- Coordinating progression of matters, including chasing clients and third parties
- Supporting the team with administrative tasks
- Help with the Fee Earner Diary Management



What we're looking for

We're looking for someone who is:

- Comfortable and happy in a stable administrative role
- Strong attention to detail and accuracy
- Confident communicating with clients by phone and email
- A supportive team player with a collaborative approach
- Professional, calm and non-judgemental

Requirements

- GCSE English & Maths (Grade 5 or above)
- A-Level (or equivalent) education
- Previous Legal/Professional Service office administration experience essential. Ideally within Private Client but not essential
- Good IT skills (Microsoft Office)

What you'll get

- A stable, long-term role in a respected specialist law firm
- A friendly and collaborative working environment
- Full training and ongoing support within the Legal Support Team
- Opportunity to become a key trusted member of the team

Salary & Other Benefits

- £26,000 - £28,000
- 25 days annual leave plus bank holidays
- Additional days leave for your birthday and 3 days between Christmas and New Year
- Company pension scheme
- Private Health Care
- Employee discount programme

Apply now

Please send your CV to careers@pavilionrow.com, along with a short statement (around 200 words) outlining why you would like to join Pavilion Row and including a personal example that demonstrates how your skills and qualities align with what we are looking for in this role.

