

<https://www.bholegal.co.uk/career/paralegal/>

Paralegal

Description

We are interested in hearing from paralegals with an interest in family law to join our team and assist with their growing caseload.

This role is full time, but part time would be considered.

Our offices are located in Abingdon, Oxfordshire.

This role would be in office with the possibility of hybrid working by prior agreement.

Responsibilities

You will be responsible for providing administrative and legal support to our partners and some of our solicitors with their busy caseloads.

Responsibilities will include, but not limited to:

- Supporting fee earners with the day to day running of files;
- Drafting routine legal documents;
- Create and maintain case files;
- Conduct legal research;
- Following instructions as set out by fee earners in person, by email and other methods;
- Answering telephone calls, taking detailed messages and returning calls where appropriate, making appointments, dealing with telephone enquiries, assisting on reception when appropriate and necessary;
- Transcribing, and drafting documents;
- Preparing and filing legal documents with other parties and courts, under supervision;
- Preparing court bundles (electronically or paper) as directed;
- Arranging meetings/telephone conferences including direct contact with clients and counsel and other third parties;
- Diary management;
- Attending court;

Working knowledge of Word, Outlook and Excel are essential. Excellent written and verbal communication skills are a must together with the ability to handle a busy workload, perform well under pressure and work as part of a team.

Experience preferred but not essential.

Qualifications

Degree level preferred.

Job Benefits

Friendly team in a central Abingdon office, with good transport links.

Contacts

Any enquiries please contact Lucie Cotmore-Brown: [LCotmore-](#)

Hiring organisation

Boardman, Hawkins & Osborne
LLP

Employment Type

Full-time

Industry

Legal

Date posted

June 3, 2026

Valid through

08.07.2026

Brown@bholegal.co.uk

To apply please send your CV and covering letter to Lucie Cotmore-Brown, Office Manager by clicking on the APPLY NOW button. Closing date for applications is Wednesday 8th July 2026.