



Practice Management/HR Assistant

- Truro (Primary Location)
- Practice Management / HR Department
- Permanent
- Monday-Friday: 9-5 (35 hours per week)
- Immediate Start
- Salary negotiable dependant on experience

Based in our head office, this role provides an opportunity for an enthusiastic and motivated professional to work within the legal environment. Assisting the Practice Manager to deliver HR and operational services and provide vital administration for the company.

Duties will include essential HR administration support such as recruitment and selection, induction training, appraisal administration, learning and development, absence management and assisting the practice manager with the day to day firm wide operational needs.

This is a fantastic opportunity for an enthusiastic individual who is keen to develop new skills and become an integral part of the business.

Preferably educated to A Level or above, the ideal candidate would possess:

- At least one year's experience in HR administration
- Competent skills in Microsoft packages
- A CIPD qualification (or be interested in pursuing said qualification)
- A natural empathy
- The ability to maintain a high standard of professionalism
- A passion for organisation and administration
- The initiative to work independently
- The ability to pay close attention to detail
- Good time management skills and the ability to work to close deadlines

About Nalders:

We are one of the largest law firms in Cornwall with eight offices in Truro, St Austell, Camborne, Falmouth, Helston, Newquay, and Penzance. For over 225 years, local people, families, and businesses have trusted Nalders to manage their legal matters in a diligent, timely and cost-effective manner.

Why work with us:

You will become part of a fantastic team and we offer a range of staff benefits:

- Ongoing support and training
- Discount on legal services (subject to length of service)
- Childcare voucher scheme

- Eye Care Scheme (subject to length of service)
- Contributory pension scheme
- Exam and Study Leave

Apply now:

If you are interested in being considered for the role, please send your CV and a covering letter to Mrs Karen Osborne, klo@nalders.co.uk.