



<https://lexenlaw.co.uk/job/5992/>

## Paralegal/Admin

### Description

We are looking for a motivated Paralegal/Admin to join our immigration practice in Hayes. You will play a key role in preparing applications, organising case files, and supporting immigration consultants with day-to-day legal and administrative tasks. This role is well-suited to candidates with immigration or asylum experience who want to progress in a growing legal team.

### Responsibilities

- Assist immigration consultants with the preparation of immigration applications, and legal correspondence.
- Draft client care letters, documents and relevant statements, under supervision.
- Manage case files, ensuring all documents are accurately stored, labelled, and updated on the internal system.
- Conduct administrative tasks including but not limited to: answering calls, managing emails, booking appointments, and handling client queries professionally.
- Liaise with clients to obtain required documentation and ensure timely submission of evidence.
- Carry out legal research to support ongoing cases and policy updates.
- Maintain accurate records of deadlines and ensure compliance with internal procedures and regulatory requirements.
- Support the team with general office duties such as scanning, printing, filing, and post management.
- Uphold confidentiality and data protection standards.

### Experience

- IAA (formerly OISC) Level 1 or willingness to obtain IAA Level 1
- Must have experience in Immigration and/or Asylum Law.
- Prior administrative experience, ideally within a legal, immigration, or professional services environment.

### Additional Information

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Please note that this is an office-based role. If you have any enquiries, please email: [lionel@lexenlaw.co.uk](mailto:lionel@lexenlaw.co.uk).

### Hiring organization

Lexen Law Ltd

### Employment Type

Full-time

### Job Location

The Winning Box 27-37 Station Road, Office 42., UB3 4DX, Hayes, United Kingdom

### Date posted

December 9, 2025