

PARALEGAL NEEDED TO JOIN OUR FAMILY



Profile

The candidate should be hard-working, out-going and a good team player with experience of working in a law firm.

Experience:

A minimum of 2 years paralegal experience within a law firm.

Key knowledge areas

A good knowledge of general litigation as the role will be required to provide support to all of our teams in the following areas:-

- Commercial Litigation
- Matrimonial
- Contentious Construction
- Property Litigation
- IP
- Education
- Restructuring & Insolvency

Essential:-

- Good drafting skills with the ability to produce legal documents and correspondence
- Ability to work under pressure and manage own workload.
- Excellent administrative skills
- Ability to take on billing responsibilities and basic credit control
- Excellent telephone manner and ability to build a good rapport with clients, Counsel and other contacts

Familiar with:

- Microsoft Applications (Word, Excel, Powerpoint, Outlook, Access).
- Oyez / Laser Forms.
- Advanced track change features in Word or other document comparison packages.
- General Accounts, Solicitor's Accounts Rules and Money Laundering Procedures.

Team

Commercial Services

Reporting to

Mark Rondel (Principal)

Location

London (you will be required to attend the Milton Keynes and Gatwick Offices as and when required by your manager)

Benefits

- 23 days holiday
- 4% pension contribution
- BUPA Private Health (on completion of probationary period)
- Employee Assistance Programme
- Income Protection Scheme
- Death in Service Benefits
- Mobile Phone
- Perkbox / Benefits Hub

Equal Opportunities

The firm is an Equal Opportunities Employer and is committed to the implementation and maintenance of employment and recruitment practices which will ensure that no potential or current employee or trainee, is treated less favourably on the grounds of age, disability, gender, marital status, race, nationality, colour or any other aspects unrelated to their current and potential skills, aptitudes and abilities.

Key Skills:

- Commercial, practical and financial awareness.
- Confidence and ability to communicate at all levels.
- Excellent interpersonal skills.
- Team player able to fit into a friendly but busy team and undertake work for all the members of the team as and when required.
- Good Negotiation skills.
- Excellent organisational ability with a friendly and professional attitude.
- Willingness to work unsupervised.
- Confidently manage accounts and money laundering duties associated with client files.
- Ability to respect confidentiality.