

# 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:

Ideally a minimum of 2 years paralegal experience within a law firm. We will consider fewer years' experience for exceptional candidates.

### Key knowledge areas:

Knowledge of:

A good knowledge of general commercial law as the role will be required to provide support the Commercial, Technology & Data team in the following areas:-

- Commercial contracts;
- Technology law;
- Intellectual property law;
- Data protection.

Essential:

- Good drafting skills with the ability to produce legal documents and correspondence.
- Strong research skills and an eye for detail.
- 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.

### Team

Commercial, Technology & Data Team

### Reporting to

Matthew Holman (Principal)

### Head of Department

Karen Young (Principal)

### Location

Milton Keynes

### Benefits

- 23 days holiday
- 4% pension contribution
- BUPA Private Health
- Employee Assistance Programme
- Income Protection Scheme
- Death in Service Benefits
- 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:**

- Ability to manage own workload
- Commercial, practical and financial awareness
- Confidence and ability to communicate
- Excellent interpersonal skills
- Team player able to fit into a friendly, busy team
- Negotiation skills
- Organisational ability
- Willingness to work unsupervised