

PARALEGAL

JOB IDENTIFICATION	
Job Title:	Paralegal
Reports To:	Partner
Department:	Dispute Resolution

THE ROLE

Purpose

To provide a high standard of support to the Partners and other fee earners in the Dispute Resolution department, ensuring communication internally and externally is accurate and professional.

Principal Duties and Responsibilities

- Drafting of standard agreements and other documentation
- Undertaking legal research
- Proof reading to ensure all documentation is accurate and error-free
- Court bundle preparation
- Filing documents at court
- Keeping track of case deadlines
- Organise diaries, schedule meetings and respond to telephone queries
- Attendance and participation at departmental meetings
- Performing other administrative duties as required.

Knowledge, Skills and Experience Required

- This position is ideally suited to a graduate of Law who wishes to commit to this role for a minimum period of two years.

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- Research/investigative skills.
 - Excellent organisational skills with a high degree of attention to detail.
 - Outstanding communication and interpersonal skills, dealing professionally and politely with people internally and externally.
 - The ability to work both independently and as part of a team.
 - The ability to work well under pressure.
 - Demonstrated ability to meet deadlines and manage multiple priorities.
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