

PARALEGAL

JOB IDENTIFICATION	
Job Title:	Paralegal
Reports To:	Partners and Lawyers
Department:	Corporate

THE ROLE

Purpose

To provide support to the Partners and other fee-earners in the Corporate Group with all matters often acting as first line client contact and undertaking the organisation of work streams.

Principal Duties and Responsibilities

- Undertaking legal research.
- Proof reading to ensure all documentation is accurate and error-free.
- Prepare court bundles.
- Drafting and preparing legal opinions such as Capacity and Due Execution opinions and Enforceability opinions.
- Drafting of agreements such as Security Interest agreements among several other type agreements.
- Drafting Corporate Authorisation and other ancillary documents to the transaction.
- Reviewing and commenting on constitutional documents of Jersey incorporated companies.
- Assist with listings, undertaking activities progressing to the daily management of files.

Knowledge, Skills and Experience Required

- Law degree or equivalent qualification.
 - Strong research skills.
 - A desire to grow personal knowledge and embark on a steep learning curve.
 - Excellent organisational skills with a high degree of attention to detail.
 - Excellent verbal and written communication skills and a thorough command of the English language including accurate spelling, grammar and punctuation.
 - The ability to work both independently and as part of a team.
 - Demonstrated ability to meet deadlines and manage multiple priorities.
 - Proficient in the use of the Microsoft Office suite of applications.
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