

## PARALEGAL

JOB IDENTIFICATION	
<b>Job Title:</b>	Paralegal
<b>Reports To:</b>	Partners and Lawyers
<b>Department:</b>	Corporate

THE ROLE	
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**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.
- 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 types of agreements.
- Drafting corporate authorisations and other ancillary documents to the transaction.
- Reviewing and commenting on constitutional documents of Guernsey incorporated companies.
- Assist with listings, undertaking activities progressing to the daily management of files.

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### **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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