

Paralegal Job Summary

Package- £32,000 plus bonus

I am looking for a motivated and able paralegal to join my specialist employment law practice.

The position will include all aspects of client and case management as well as running the firm. Organizational skills, flexibility, attention to detail, and a strong work ethic are a must.

Paralegal duties and responsibilities

- Answering calls from potential clients
- Assistance with employment tribunal and appeal cases
- Legal research
- Assistance with file management and SRA requirements
- Monitor changes to laws and preparing mailouts
- Client care updates on case progresses
- Interviewing clients and witnesses
- Managing diary
- Planning travel arrangements
- Sourcing office supplies
- Credit control
- Manage post and deliveries

Person Specification & Qualifications

- Law degree preferable but not essential
- Experience as paralegal ideally in employment but not essential
- Excellent computer/IT skills
- Flexibility and willingness to learn
- Willing to travel (mainly to Birmingham and Manchester, on some occasions)
- Able to manage time and prioritize
- Excellent grammar and communication skills
- Reliable and trustworthy
- Polite and personable