

Available vacancy: Housing Management Litigation Paralegal

Term: 1 year fixed term

We are:

A leading law firm in Bromley, on the South London/Kent border. Established in 1889, we've come a long way and today we are a modern, progressive firm in a state of continual growth.

With teams specialising in the major areas of law we have a loyal client base which is ever growing.

We understand the importance of our people; the practice has been accredited by Investors in People since 2005, which is recognised across the world as a mark of excellence in putting people first. The practice also ranks as a Legal 500 firm, is listed in the reputable Chambers Guides, is Lexcel accredited and a member of the Law Society's Conveyancing Quality Scheme and Wills & Inheritance Quality Scheme. To top all of that, we have also received accreditation for our staff engagement levels with a place in the Best Companies 'Ones to Watch' list.

Our Housing Management team has over 30 years' experience in delivering legal services to social housing providers and private landlords. Our team is ranked in Legal 500 and Chambers and Partners guides.

You are:

Professional and a confident communicator with excellent client care skills.

You are honest and hardworking and have the ability to think ahead and use your own initiative. You have a strong attention to detail and are able to work both independently and as part of a team.

You have:

- Prior experience in a Litigation legal department in a solicitor's firm or a professional services firm.
- Experience of delivering excellent client care preferably in private practice.
- LLB minimum 2:1 or Cilex level 3 of 6 (LPC preferable).
- Accurate keyboard skills and high level of IT literacy.
- Excellent written and verbal communication skills.
- The ability to work accurately and quickly to meet tight deadlines.

You will:

Work in a busy and supportive team with a group of knowledgeable and friendly Solicitors and paralegals. The team acts for social housing providers and private landlords. Your role will include running your own caseload of housing matters, assisting other fee earners and providing administrative support for the team.

Your day to day duties will include:

- Managing a caseload of housing matters to include disrepair, possession and private landlord matters.
- Meeting financial and billing targets.
- Assisting other fee earners in the department.
- Drafting documents, bundles, witness statements, statement of costs etc.
- Briefing and corresponding with counsel.
- Undertaking legal research.
- Attending clients offices and courts as and when needed.
- Undertaking financial due diligence by ensuring billing ledgers are up to date.
- Dealing with new enquiries promptly both via the telephone and face to face.
- Undertaking own typing and administration.
- Providing clients with a dedicated and professional service in line with the firm's client care standards.
- Providing administrative support to the team.
- Undertaking file maintenance including filing and the opening, closing, storage and retrieval of client files for the team.
- Assisting with the monthly billing for the team.
- Contributing positively to departmental and firm-wide marketing and business development activities.
- Undertaking relevant training as required.
- Other ad hoc tasks as and when required.

If your application is unsuccessful we may keep your personal data on file for up to 12 months. Our Job Applicant Privacy Notice can be found on our website.

Judge & Priestley is committed to equality of opportunity and welcomes applications from all sections of the community.

We will offer an automatic interview to candidates who meet the minimum requirements for the role and have a disability under the Equality Act 2010. Please call our HR department on 0208 290 0333 if you believe that this applies to you.

Please note that upon acceptance of an offer of employment all successful applicants are required to undergo a Basic Disclosure for unspent convictions.