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Justin House, 6 West Street, Bromley, Kent BRI 1JN

Available vacancy: Paralegal Housing Management

Term: Full - Time

Qualifications:

- LLB minimum 2:1 or Cilex level 3 of 6 (LPC preferable).

You will:

Work within the Housing Litigation department managing a busy caseload and providing support to the Housing team as required.

Have prior experience in a Litigation legal department in a solicitor's firm or a professional services firm.

You will have experience of delivering excellent client care preferably in private practice.

Key Task Areas:

To undertake the following under the supervision of a qualified solicitor:

- Managing a caseload of housing matters to include predominantly defending 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 Court 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.
- To adhere to company standards, policies and procedures at all times.

Skills and Abilities

- Must be organised, methodical and accurate.
- Accurate keyboard skills and high level of IT literacy including good working knowledge of Microsoft Office Applications.
- Excellent written and verbal communication skills.
- Ability to work accurately and quickly to meet tight deadlines.
- Ability to work without close supervision.
- Ability to work effectively as part of a team.
- Ability to think ahead and use initiative.
- Ability to communicate courteously in a clear and concise manner with both clients and colleagues.
- A polite, friendly and confident telephone manner.
- Excellent time management skills.
- Conscientious and common sense approach to work.

Other

- Must have a flexible attitude to work and time.
- Tidy personal appearance.

Please email CV to recruitment@judge-priestley.co.uk to apply or for further information.

If your application is unsuccessful we may keep your personal data on file for up to 12 months. We recommend that you read our Job Applicant Privacy Policy which you can find 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.