

JOB DESCRIPTION

POSITION TITLE: Paralegal
ACCOUNTABLE TO: Partner – Property Litigation

OBJECTIVE OF POSITION

To assist the Partner and Solicitors in providing an efficient, courteous and professional service, complying with all company, statutory and regulatory requirements.

KEY TASK AREAS

- 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.

KEY REQUIREMENTS

- LLB at 2:1 standard or above.
- LPC (preferable).
- A minimum of 6 months experience in a Housing Management legal department in a solicitor's firm or a professional services firm.
- Confident communicator with good relationship building skills.
- The ability to work accurately and quickly to meet tight deadlines.

PERSONAL ATTRIBUTES

- Efficient.
- Confident.
- Good and effective communicator.
- Sense of humour.
- Flexible attitude.
- Ability to think ahead and use initiative.
- Excellent client care skills.
- Team player
- Strong attention to detail.
- Able to work both independently and as part of a team.
- Enthusiastic and self-motivated.
- Knowledge of Excel and Word.
- Must have a flexible attitude to work and time.
- Ability to prioritise as required to meet deadlines.