

**Available vacancy:** Litigation Paralegal

**Term:** 1 year fixed term

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**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.

**You are:**

A determined, professional, friendly and experienced litigation paralegal with the ability to maintain excellent client relationships with your fantastic client care skills, whilst working through your cases quickly and accurately.

You set yourself high standards because your career is very important to you, and you like to work in a team with like-minded, intelligent colleagues who do a great job.

**You have:**

- A minimum of 2 years' experience as a Litigation Paralegal, ideally in insolvency/debt recovery/contractual disputes with small claims experience. The salary on offer depends on the kind of experience you have (see the range advertised).
- Experience in delivering excellent customer care in a legal environment.
- Experience managing your own caseload of files.
- Law degree / CILEx level 6 (preferable, but good experience can substitute this).
- LPC (preferable, but good experience can substitute this).

**You will:**

Work in a friendly and driven team with great colleagues who all do a great job and have a real team spirit, sometimes mixing socially.

You will run your own busy caseload of small claim cases and assist Solicitors and Partners with complex/high value and multitrack cases. You will work on behalf of the creditor on cases defended by the debtor.

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

*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.*

*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 and adverse financial check, amongst other pre-employment checks.*