

**Available vacancy: Paralegal**

**You have:**

- Previous experience of working within a private client department (desirable)
- Overview of private client processes (desirable)
- Familiar with private client terminology (desirable)

**Qualifications:**

- Educated to GCSE A-C grade standard in Maths and English (or equivalent)
- Qualifying Law degree / Affiliate member CILEx

**You will:**

Assist the private client solicitors in providing an efficient, courteous and professional service, complying with all company, statutory and regulatory requirements.

**Key Task Areas:**

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

- To undertake introductory meetings and telephone contact with prospective clients, providing them with information about our services
- To draft documentation including wills, powers of attorney, correspondence, client care letters and letters of advice
- To assist in the administration of estates and general affairs of clients
- To give guidance to and take instructions from clients on the telephone and in person
- To liaise effectively with all parties to the processes
- To participate in marketing and business development activities
- To assist in home visits and out of office appointments

In addition:

- To undertake file maintenance including opening, closing and updating of case files
- To undertake own administration in an efficient and effective manner
- To provide clients with assistance both in person and on the telephone and to provide such support in a professional and friendly manner in keeping with the firm's client care standards
- To undertake the relevant anti-money laundering checks with new clients
- To produce timely and accurate bills
- To complete transactions in a timely and accurate manner
- To adhere to company standards, policies and procedures at all times
- To contribute positively to departmental and firm-wide activities

- To undertake relevant training as required

### **Skills and Abilities**

- Must be organised, methodical and accurate
- Ability to work under pressure and to deadlines
- Ability to work without close supervision
- Ability to work effectively as part of a team
- Good communication skills both verbally and in writing
- IT literate including good working knowledge of Microsoft Office Applications
- 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
- High levels of accuracy and good attention to detail

### **Other**

- Must have a flexible attitude to work and time
- Tidy personal appearance
- Interest in progressing a career in this area of work
- Full clean driving license (desirable)

Please email CV to [recruitment@judge-priestley.co.uk](mailto: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.*