

Available vacancy: Paralegal – Claims and Enforcement

Salary – Competitive

Start Date – Immediate

Exciting Opportunity at Judge and Priestley LLP

We are a leading regional law firm, serving a wide range of commercial and private clients across London and the surrounding counties, from our Head Office in Bromley. Established since 1889, we've come a long way and today we are a modern, progressive practice, proud of our record on diversity and inclusion and reputation for training and promoting staff from within the business.

Our highly respected Credit Solutions team is ranked in the Top Tier of the Legal 500 and deals with a wide range of commercial and consumer debt recovery matters, including complex commercial disputes and insolvency issues. They also manage bulk legal matters for a range of clients including Utility Companies, Banks, Local Authorities and Multi-National commercial organisations, by issuing claims, obtaining judgments, enforcing those judgments as well as negotiating and engaging with customers. It has also pioneered original services and solutions for the public sector. The team take pride in working in partnership with their clients, not just as solicitors, but also as trusted commercial advisors.

From an early stage, you will be encouraged, under supervision, to take on direct client contact and work on live matters as part of your training and progression. You will be required to use experience and expertise to productively deal with matters and support other members of the team as well as provide guidance and advice to clients on the most appropriate routes of action.

You should be a bright enthusiastic candidate with proven academic aptitude and have the genuine desire and talent for a career in law. As an able and committed team player you should enjoy legal research and be committed to taking the lead on enhancing your knowledge to ensure you have a strong understanding of the law. You also have a practical problem-solving approach to your work and the ability to think creatively whilst working efficiently in a fast-paced environment. This opportunity is much more than a job, it is a career.

You should have:

- a) At least 1 years experience working in legal debt recovery as a paralegal or equivalent including issuing claims and dealing with enforcement of those claims.
- b) Educated to degree level
- c) ILEX Legal Executive Diploma Level 3 or above or Completed Legal Practice Course

You will receive 22 days annual leave plus bank holiday. Other benefits include, contribution to legal fees, death in service benefit, birthday off, Christmas bonus, profit share bonus, access to 'cycle to work' scheme, Bupa Health Cash Plan to name a few.

Please email CV and cover letter to jprecruitment@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.