

Available vacancy: Paralegal – Residential Conveyancing

Term: Full – Time

Salary: Up to £25,000 per annum

We are:

We are a leading regional law firm, serving a wide range of national and international commercial and private clients 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.

As a paralegal in one of our teams, you will be working with solicitors and partners to support their activities. 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. Successful Paralegals have been sponsored by J&P to complete their LPC and/or been offered training contracts before progressing as solicitors in the team.

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 have:

- experience of delivering excellent client care preferably in private practice.
- LLB minimum 2:1 or Cilex level 3 of 6
- accurate keyboard skills and good level of IT literacy.
- excellent written and verbal communication skills.
- the ability to work accurately and quickly to meet tight deadlines.

We offer an attractive salary and package. You will receive 22 days annual leave plus bank holidays. Other benefits include, contribution to legal fees, death in service benefit, birthday off, Christmas bonus, profit share bonus, access to 'cycle to work' scheme, Medicash Health Plan to name just a few.

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.

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