

<https://giaconsultancy.co.uk/job/defendant-el-pl-paralegal/>

## Defendant EL/PL Paralegal

### Description

My client is a highly successful and renowned defendant firm with offices in the centre of Manchester. Their continued success has created a role within their specialist team that handles EL/PL matters on behalf of local authorities, police and emergency services.

### Responsibilities

- Assisting on Employers Liability and Public Liability claims
- Preparing court bundles
- Taking meeting notes and minutes
- Drafting and proof reading documents
- Liaising with and meeting clients with a high level of professionalism
- Photocopying, scanning, filing and other administrative tasks
- Conducting research and keeping up to date with legal and industry practices
- Report generating skills
- Strong written and verbal communication skills
- Ensure files and spreadsheets are maintained and updated
- Adhoc tasks as required

### Qualifications

It is essential that applicants should have proven experience working in personal injury at paralegal level however this could be in any area of personal injury for candidates potentially interested in a retrain.

The successful candidate will have strong academics – LPC qualification, minimum 2:1 LLB and good grades at A Level and GCSE.

### Job Benefits

In return, the firm offers a competitive basic salary, benefits and ongoing development and career progression.

### Contacts

Joanne Watkinson, Director

[joanne@giaconsultancy.co.uk](mailto:joanne@giaconsultancy.co.uk)

### Hiring organization

Gia Consultancy

### Employment Type

Full-time, Permanent

### Beginning of employment

ASAP

### Duration of employment

Permanent

### Industry

Legal

### Job Location

Manchester

### Working Hours

Full Time

### Base Salary

£ 20000 - £ 22000

### Date posted

July 8, 2021

### Valid through

29.07.2021