

<https://giaconsultancy.co.uk/job/el-pl-litigation-executive-para-legal-volume-claims/>

EL/PL Paralegal

Description

My client a leading international law firm is looking to hire an enthusiastic and career minded Paralegal or Litigation Executive to join their EL/PL Team in Manchester.

Responsibilities

Working a part of the team, managing volume Employers Liability and Public Liability claims, the role requirements include the following 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
- Ad-hoc tasks as required

Qualifications

The successful candidate will have the following skills and experience:

- Completed the LPC or equivalent
- An undergraduate law degree or equivalent (minimum 2:1 required)
- Previous paralegal experience within personal injury litigation
- A high level of accuracy and attention to detail
- The ability to meet deadlines and work efficiently by managing time in a fast pace environment
- A Professional manner with the ability to build relationship internally and externally
- Assertive and confident to managing expectations

Job Benefits

In return, you can expect ongoing development and progression, a basic salary of up to £25,000 plus a range of benefits.

Contacts

Applications are currently being considered so do not delay, apply today!

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 - £ 25000

Date posted

January 25, 2022

Valid through

22.02.2022