

<https://giaconsultancy.co.uk/job/law-costs-draftsperson/>

Law Costs Draftsperson

Description

My client, a full-service law firm with offices in the heart of Manchester city centre is looking to recruit an experienced Costs Draftsperson.

Responsibilities

Reporting to the Head of Personal Injury, duties include:

- Providing an effective, timely and efficient service to the firm's clients
- Communicating with clients of the department in a professional and courteous manner
- Maintaining the highest standards at all times
- Managing own caseload of matters
- Maintaining up to date knowledge of all aspects of law relating to costs law and CPR
- Undertaking a variety work on cases including PI, Court of Protection and Commercial matters including:
 - Drafting bills of costs for a variety of matters
 - Replies
 - Points of Dispute
 - Costs Budgets
 - Negotiations
 - Advices

Qualifications

To be considered for the role of Law Costs Draftsperson, candidates must have:

- Proven experience in a similar role
- Experience of drafting bills of costs for a variety of matters including Personal Injury, Court of Protection and Commercial work.

Job Benefits

In return, the successful Law Costs Draftsperson can expect a competitive salary (depending on experience), annual performance based bonus and a range of benefits.

Contacts

Joanne Watkinson, Director

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Hiring organization

GIA Consultancy Limited

Employment Type

Full-time

Duration of employment

Permanent

Industry

Legal

Job Location

Manchester

Working Hours

Full Time

Base Salary

£ 24,000 - £ 30,000

Date posted

March 4, 2021

Valid through

31.03.2021