

<https://giaconsultancy.co.uk/job/paralegal-property-liability/>

Paralegal – Property & Liability

Description

My client, an international law firm are seeking to appoint an ambitious and enthusiastic Paralegal to join their Property & Liability team based out of their Manchester office.

Responsibilities

The Property & Liability Team work for and alongside insurer clients dealing with the recovery of property claims. With emphasis on recovering subrogated losses, this role requires:

Key Responsibilities

- Assisting and supporting the team within the Property & Liability team
- Undertaking necessary research
- Liaising with clients where necessary
- Update and maintenance of case management system
- Production of written correspondence and ad-hoc duties as required.

Qualifications

To be successful in this role the following skills and experience are required:

Essential Skills & Experience

- Ideally, experience from a defendant insurance property claims environment
- Completed the LPC or equivalent
- An undergraduate law degree or equivalent (minimum 2:1 required)
- Excellent attention to detail
- Eager to learn and get involved with a high performing department

Job Benefits

In addition to a competitive basic salary, the successful candidate can expect ongoing development, a range of benefits and excellent working conditions in a supportive environment.

Contacts

Joanne Watkinson, Director

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

£ 22000 - £ 25000

Date posted

May 6, 2021

Valid through

31.05.2021