

<https://giaconsultancy.co.uk/job/personal-injury-paralegal-m33/>

Personal Injury Paralegal

Description

Are you an experienced Personal Injury Paralegal but feel undervalued where you are?

My south Manchester based client is a specialist personal injury law firm and they are looking for an experienced Paralegal to support a Fee Earner with a mixed caseload.

Responsibilities

Working one to one with your Fee Earner, and focussing on delivering the highest standards of client care at all time, duties include:

- Undertaking all aspects of running the file alongside your Fee Earner.
- Attending the accident scene where necessary
- Drafting letters
- Drafting witness statements
- Preparing court documents and schedules of loss
- Attending conferences with Counsel
- Submitting documents via the portal
- Liaising with clients, medical agencies and third party solicitors
- Archiving.

Qualifications

In addition to relevant experience my client seeks candidates with a positive, can-do attitude, proficient in the use of the MOJ portal and case management systems and a confident and professional telephone manner and communication style.

Job Benefits

In conjunction with a competitive basic salary, the successful candidate will benefit from excellent working conditions, ongoing development and a range of benefits.

Contacts

Applications are being considered at the moment so apply today for immediate consideration.

Hiring organization

Gia Consultancy

Employment Type

Full-time, Permanent

Beginning of employment

ASAP

Duration of employment

Permanent

Industry

Legal

Job Location

Sal

Working Hours

Full time

Base Salary

£ 20000 - £ 25000

Date posted

June 20, 2023

Valid through

31.07.2023