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

Personal Injury Paralegal

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 - £ 24000

Date posted
August 6, 2021

Valid through
01.09.2021

Description

My client, one of the most highly regarded firms in Manchester is recruiting for an experienced Paralegal into their claimant personal injury team.

Responsibilities

Supporting fee earners with their varied caseload of non-RTA injury claims, the role involves:

- drafting of client and witness statements
- preparing instructions to medical experts and counsel
- preparing court documents
- reviewing and collating medical records
- reviewing medical reports
- researching case law on liability and quantum
- liaising with clients and updating on case progress
- preparing court bundles
- dealing with billing and disbursement payments
- general file administration

Qualifications

The ideal candidate will be an experienced Paralegal with previous experience within the personal injury practice area. Ideally an LPC graduate or equivalent who is keen to progress their legal career with such a successful firm.

Job Benefits

In return, there is a competitive basic salary on offer along with a range of benefits and genuine career opportunities for the right candidates.

Contacts

Applications are currently being considered so apply today to ensure you don’t miss out.

Joanne Watkinson, Director

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