

## **Job Title**

Paralegal

## **The Role**

Reporting to your Supervising Partner, the successful candidate will work alongside qualified staff and provide legal and administrative support, including but not limited to the following; case preparation, bundling, research, arranging / attending conferences and client meetings. You will also be required to assist the team with the marketing of their services, and networking. The position involves assisting the Head of Department in a wide range of work and there is plenty of scope for personal development. The successful applicant will have an outstanding opportunity to develop the profile of the Department and to apply for upcoming training contracts at the firm.

## **Candidate specification**

Candidates should ideally have:

- An LPC or GDL qualification (LPC would be preferred but is not essential)
- Capability to generate fees in accordance with agreed targets
- Ability to adhere to and manage deadlines
- Assist colleagues and support supervisors in fee-earning matters
- Follow financial guidelines with regards to Solicitors Accounts Rules and cash flow control on case files.
- Strong IT skills
- Good drafting and writing skills, excellent communication and technical ability

## **How to apply**

If you are interested in applying for this position please send your covering letter and CV to [info@premiersolicitors.co.uk](mailto:info@premiersolicitors.co.uk) quoting the job title. Please indicate length of notice period (where applicable) and salary expectations.

Candidates should be aware that due to the volume of applications we receive, the firm is only able to respond to candidates we call for interview.

Premier Solicitors is an equal opportunities employer

We are committed to providing equal opportunities for all and to encouraging diversity through recruitment. Applications are welcome from all sections of the community and decisions to progress will be made with reference to entirely objective criteria only.

To learn more about the firm please visit our website at [www.premiersolicitors.co.uk](http://www.premiersolicitors.co.uk)

## **Training Contracts**

Priority is given to candidates who have worked as a paralegal at the Firm for 1 to 2 years, but we also welcome applications from other candidates who have appropriate knowledge and experience.