

Paralegal/ Legal Assistant

We are looking to hire a full-time paralegal/ legal assistant within our team.

As a team member of Parslows you will be involved with assisting on a variety of matters across Parslows' legal practice.

The work will include:

- Liaising with clients and handling queries
- Onboarding clients, setting up and maintaining the client database system
- Collating and checking Client KYC and other compliance documentation
- Assisting fee earners with administration support, drafting, research and such other matters relating to fee earner caseloads as may be required
- Managing your own caseload
- Undertaking and assisting with management of client specific business development arrangements for Partners/managers;
- Such other work or in such team as the firm may require from time to time

The role requires the ideal candidate to have strong academics as well as the following:

- Organised and able to meet strict deadlines
- First rate organisational, administrative and communication skills to undertake work at a high-level and of a confidential nature
- Excellent attention to detail
- Adaptable and a willingness to learn
- Able to work autonomously as well as part of a team
- Entitled to work status

It would be desirable but not essential for the ideal candidate to have the following:

- Degree level qualification and post degree professional legal training (LPC or BTC)
- Competency in French

Benefits

Competitive salary

On the job training

Casual/smart dress code (save for court attendances)

Work Life balance

25 days annual leave

Additional days leave between Christmas and New Year

Early office closing on Fridays during July and August

AXA PPP health insurance