**Job description**

**Job title:** Paralegal

**Department:** Personal Injury (Industrial Disease)

**Location:** Manchester

**Reporting to:** Partner

**Hours:** 9:30am – 5:30pm, Monday to Friday. Some flexibility is required from time to time to meet the professional requirements of the role.

**Contract:** Permanent

**Overall purpose:**

A Paralegal within the Asbestos team is expected to provide a reliable and efficient support service for the fee earners on the asbestos team in Manchester and assist with general administration of case loads.

## Main duties and responsibilities:

* Assist with drafting documents, client liaison, research work, general correspondence and administrative support.
* Sort and review medical and financial records, liaise with medical professionals, financial institutions and other solicitors.
* In the absence of supervising fee-earners, ensure that urgent matters are referred to appropriate personnel.

## File/Case Management:

* Attend court on applications, trials etc. when requested to do so.
* Thorough and accurate note taking at meetings and preparation of file notes.
* Preparing court and other documents for the approval of the fee earner(s).
* Organising and preparing court and other bundles.

## Telephones:

* Telephone clients/other contacts as and when necessary, and provide a courteous and efficient response.

## Client Relations:

* Communicate effectively; be approachable and professional in dealings with clients, internal and external stakeholders.
* Ensure cheques are requisitioned/paid in as instructed.
* Ensure monetary transactions are dealt with efficiently and in accordance with office procedures.

## Filing:

* Ensure filing is kept up-to-date and copies of correspondence/ documents are kept in the file, open new files/close old files as required.
* Pay attention to detail and ensure accuracy.

## Information Technology:

* To utilise I.T. to provide a quality, cost effective and efficient service to clients.

## Training:

* To try and keep up-to-date by attending in-house seminars, through research, reading and attending courses if appropriate
* To ensure that adequate training is received to be able to gain maximum benefit from the firm’s investment in Information Technology.

## Performance Measured By:

* Ability to provide effective support to the supervising fee-earner
* Efficiency in dealing with work and accuracy of work produced.
* Ability to take initiative while maintaining a flexible and responsible approach.
* Personal development and contribution to the overall objectives of the firm.
* Good attendance and timekeeping

## Person Specification:

* Genuine interest to work with a leading claimant law firm and passionate about providing access to justice for all.
* Demonstrable paralegal experience in drafting legal documents; preparing client care documents.
* Demonstrable experience in sorting and producing a review of medical and financial records, liaising with medical professionals, financial institutions and other solicitors.
* Good academic background with Legal qualifications (Degree, GDL, LPC etc.).
* Demonstrable experience in using a variety of IT packages (MS Word, Excel, Case Management Systems, Outlook).
* Proven ability in meeting / interviewing clients, taking witness statements, dealing sensitively and managing difficult situations and conversations.
* Proven ability to communicate accurately, clearly and concisely, both verbally and in writing with a wide range of clients and various stakeholders.
* Proven ability to organise and prioritise a complex workload and work to tight deadlines whilst maintaining a positive attitude.
* Proven ability to work and contribute in a team environment.
* Proven ability to be self-sufficient in relation to administration, typing and IT requirements.

## Desirable

* Relevant paralegal experience in claimant Asbestos / Industrial Disease while not essential, will be advantageous.
* Demonstrable paralegal experience in preparing CFA documents; statements and benefits applications; requesting National Insurance histories.