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| **Job Title:**  | Litigation Executive |
| **Department:**  | Personal Injury (Industrial Disease)  |
| **Location:** | London |
| **Reporting to:** | Partner & Joint Head of the Asbestos & Industrial Injuries Department |
| **Contract:** | Permanent, full time, office based only. |
| **Hours:**  | 9:30am – 5:30pm, Monday to Friday in office. Some flexibility is required from time to time to meet the professional requirements of the role. We are also happy to consider flexibility on start and finish times |
| **Salary**  | Competitive, provided upon request |

## Overall purpose of the role

This role is to provide paralegal and litigation support to the Partner and Joint Head of the Asbestos and Industrial Disease team. The Litigation Executive will be expected to;

* Provide a reliable and efficient support service to the supervising partner and assist with general administration of caseloads.
* Undertake a wide variety of administrative tasks as set out below.
* Undertake other ad-hoc duties as required from time to time.

## Main duties and responsibilities

* Typing transcripts of meetings from recordings (training will be provided for audio typing if candidate not already experienced).
* Production of accurate documents from dictation, verbal or written instructions including the creation and reformatting of letters and documents using case management system and editing of existing documents.
* Creating and editing court documents using Oyez.
* Production of electronic bundles to forward on to experts, courts etc.
* General administrative duties to include photocopying, faxing, scanning and electronic/hard copy filing on a daily basis.
* Research as per partner’s instructions e.g. word searches, legal documents, historical records.
* Accurately follow procedures when opening client files and when preparing files for closing/archiving, efficiently undertaking any file management tasks and updating files when necessary.
* Submitting expense claims, requesting and submitting client/office account payments.
* Arranging travel and hotel accommodation for external conferences/seminars (including international travel).
* Liaising with Reception with regard to arranging internal meetings i.e. booking meeting rooms, arranging refreshments and organising parking spaces.
* Liaising with external companies in respect of legal telephone hearings, seminars, conferences, taxis, couriers, international deliveries, as and when required.
* Liaising with IT and General Office regarding technical problems and stationery requirements etc.
* Maintaining and updating databases of contacts re marketing and events.
* Liaising with third parties i.e. court staff, costs lawyers etc as and when required.
* Monitoring and dealing with incoming calls, post and e-mails in the absence of a fee earner, and screening calls as necessary.
* Undertaking time recording and the preparation and submission of bills, as requested to do so.
* Drafting correspondence, minutes and meeting notes for approval by fee earners.
* Undertaking other ad-hoc duties which may be requested from time to time.

**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.

**Compliance and risk management**

* To always maintain the strictest concern for and awareness of GDPR and data protection in accordance with the firm’s internal policies.
* To immediately report any compliance or risk management concerns to the relevant persons without delay.
* To always maintain the strictest standards of client confidentiality.

**Other**

* Any other tasks as might arise from time to time will be required.

**Person specification**

* Proficient in using a variety of IT packages (MS Word, Excel, Powerpoint, Case Management Systems and Outlook).
* Fast and accurate audio and copy typing skills (approx. 80-90 wpm).
* Ability to produce work accurately, promptly and efficiently and work with initiative; maintaining a flexible and responsible approach.
* A confident, reliable, proactive and conscientious team member with the ability to manage multiple tasks whilst prioritising work effectively and working in an organised and methodical manner.
* Good attendance and timekeeping.
* Some demonstrable experience of working in a litigation firm and / or within a personal injury practice though not necessary will be highly advantageous.

**Performance measured by**

* The effective, courteous and enthusiastic execution of your main duties and responsibilities.
* Good attendance and timekeeping.
* Contribution to the overall objectives of the firm.
* The provision of courteous and efficient service to all client contacts.
* Efficiency and speed in dealing with work and accuracy of work produced.
* Ability to work with initiative; maintaining a flexible and responsible approach.