



March 2024

JOB ADVERTISEMENT

Paralegal – Property Litigation

TERM:
Permanent

JOB TITLE:
Paralegal

WORKING HOURS:
Full Time

TEAM:
Property
Litigation

LOCATION:
Preston or Kendal

Harrison-Drury is a market leading Firm of solicitors with offices across the North West servicing both business and private clients. We have been successful for a fourth time placing in the Top 100 Best Mid-Size Companies to work for in the UK.

We are an employer of choice because we have a culture that challenges the conventional law firm approach and focusses our energy on getting great results for our clients, while attracting and developing brilliant people.

The property litigation team is recognised in the Legal 500 for its technical expertise in providing quality legal commercial services to clients. It acts for businesses and individuals across England and Wales offering the full range of contentious property disputes, from landlord and tenant and real estate litigation to property contract claims and professional negligence claims involving property professionals.

The overall purpose of this role is to provide accurate, timely, efficient and professional support to the team as well as undertaking fee-earning work. We are looking for someone with drive and ambition to grow and develop their role and skillset and who will become a valued member of the team.

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Typical duties include:

- Responsibility for managing own files, with supervision as required
- Attending Court, mediations, client meetings and preparing detailed minutes
- Liaising with Counsel, the Court and other third parties
- Effective administration of the Files. This includes Matter Opening, Matter Closing, Matter Archiving and data updates and billing during the course of a matter
- Ensuring file compliance with relevant regulatory standards and the Office Manual processes
- Using the information in client files to inform the Fee Earner of required action, keep the critical dates accurate and action upon them as required
- Producing Case Bundles in accordance with case requirements and CPR Rules
- Managing meetings for Fee Earners when requested
- Dealing with new enquiries on the phone or by email and converting into new matters and liaising with existing clients for Fee Earner
- Undertaking legal research tasks for Fee Earners
- Drafting documents including correspondence and Court documents
- Preparing relevant legal updates and blog articles for the website

Required skills and experience:

- Excellent written and verbal communication skills.
- Strong planning and organisational skills. Ability to prioritise and manage competing demands
- Legal research skills
- Ability to work under pressure to tight deadlines.
- Experience of working in a Law firm or other professional environment
- Previous role as an Administrator / Paralegal in a Legal service line team

Desirable:

- Experience with SOS or similar legal case management systems
- Familiarity with legal documents in a contentious practice area, ideally in relation to County Court and High Court proceedings.

- Legal education to undergraduate level or equivalent.