Job Title:
Paralegal/Trainee Solicitor

Contract type:
Permanent

Hours:
Full time

Details of the role:
We are seeking to appoint Paralegal or Trainee Solicitor (or a Paralegal who is seeking a Training Contract or other route to qualification), to provide paralegal support in the following Departments: Dispute Resolution & Personal Injury, Commercial & Corporate, Wills & Probate, Family, Childcare, Residential Conveyancing.

Duties:
The role will involve, but is not limited to:

- Assisting with new enquiries received and the firm's legal surgery sessions;
- Undertaking fee earning work on client matters, subject to appropriate supervision;
- Undertaking administrative tasks on client matters;
- Assisting with the Marketing efforts for each Team.

Qualifications:
We are willing to support the successful candidate, after successful completion of the trial period, if they are seeking qualification, through any of the available qualification routes.

Skills required:

- Ideally prior experience of using legal case management systems and other legal software systems.
- Communication skills (the ability to communicate clearly and appropriately both orally and in writing and also the ability to negotiate with clients and other professionals).
- Organisation skills (the ability to prioritise workloads, work to deadlines and work under pressure).
- Management skills (the ability to approach matters with a commercial and business perspective and be able to delegate, supervise and work on own initiative).

Background:

- Ideally prior work experience/work placements undertaken within a legal environment.
- Knowledge of and connection with the Greater Manchester area.

Reference requirements:

- Academic reference (to be provided prior to commencement of employment)
- Employment reference or personal/professional reference (to be provided prior to commencement of employment)

Salary & Benefits:

- Salary is dependent upon experience.
- 23 days holiday pa, plus loyalty holiday scheme, and ability to purchase holidays.
- Benefits include: generous contributory (auto-enrolment) pension scheme, discretionary performance-related annual bonus, enhanced sick pay, non-contributory death in service scheme, (*please see the Careers page on our website for full details of the benefits we offer*).

How to apply:
If you are interested in this role, please send your CV to: bromleys@bromleys.co.uk