



bowcock cuerden LLP
Commercial Lawyers



Litigation and Commercial Paralegal

Full-time

Permanent role.

Hybrid working available – two days per week following trial period.

The vacancy is within our Litigation and Commercial Departments and is in relation to commercial and general civil litigation and dispute resolution and corporate / commercial law.

Scope of Job:

Responsible for specific tasks on client matters, as allocated from time to time by the Directors and other Solicitors.

Dealing with Clients, Counsel, Experts and other firms in the day to day running of cases.

Carrying out research for Directors and other Solicitors, drafting documents, assisting with the drafting of documents and with file management.

Dealing with Clients' queries regarding their files/matters.

Meeting Clients and others as required.

Arranging meetings/conferences between Clients, Counsel and Solicitors and others as required.

Maintaining up-to-date knowledge by training and research in relevant areas of law and practice.

Maintaining Clients' files in good order so that they are complete and easily traceable.

The ideal candidate will have excellent interpersonal and communication skills, and will also have a good working knowledge of Microsoft Office packages

Office hours: 9.00 am - 5.15 pm. Lunch 1.00 pm - 2.00 pm.

Salary: £23,250 to £24,000 pa.

Apply to Mrs Julia Pritchard, Office Manager. jpritchard@bowcockcuerden.co.uk