

<b>Job Description</b>	
<b>Job Title:</b> Paralegal/Secretary	<b>Location</b> London
<b>Department:</b> Construction	<b>Hours of work:</b> Full time
<p><b>The Role:</b></p> <p>Supporting the Construction team based in our London office. The role will require the applicant to provide a mixture of administration, secretarial and legal support. The applicant will be required to have excellent IT skills.</p>	
<p><b>Main duties and responsibilities:</b></p> <ul style="list-style-type: none"> <li>▪ Providing legal support to include: <ul style="list-style-type: none"> <li>- Assisting fee earners generally in responding to correspondence, producing letters, communicating by phone and email and undertaking tasks on the file – all under supervision;</li> <li>- Assisting fee earners in transactions;</li> <li>- Assisting the fee earners in the preparation and checking of documents;</li> <li>- Carrying out legal research;</li> </ul> </li> <li>▪ Providing administrative support to include: <ul style="list-style-type: none"> <li>- Utilising outsourced typing service wherever possible, whilst managing urgent/confidential audio typing;</li> <li>- Archiving and file reviews;</li> <li>- Producing documents/letters/emails/memos/power point presentations;</li> <li>- Taking responsibility for collating correspondence and enclosures;</li> <li>- Opening client files following firm procedures;</li> <li>- Responsibility for copying, scanning and faxing required by fee earners, including preparation of large files, bibles or bundles;</li> <li>- Being responsible for fee earner diary management/event management;</li> <li>- Dealing with and managing incoming telephone calls in a professional and efficient manner;</li> <li>- Responsible for preparing and submitting fee earners' expense claims;</li> <li>- Managing the billing process from beginning to end on behalf of fee earners;</li> <li>- Preparing and collating all materials for seminars and presentations;</li> <li>- Supporting the fee earners in their Business Development activity including pitches, proposals, tenders and maintaining the Interaction database.</li> </ul> </li> <li>▪ Assist fee earners and Credit Control with client queries regarding outstanding invoices.</li> </ul>	
<p><b>Experience:</b></p> <p>The successful candidate will have completed the LPC and possess a broad legal understanding.</p>	
<p><b>Interpersonal skills</b></p> <ul style="list-style-type: none"> <li>▪ Ability to work proactively and flexibly, individually and as part of a team.</li> <li>▪ Well-developed communication skills, both written and oral</li> </ul>	<p><b>Administrative skills</b></p> <ul style="list-style-type: none"> <li>▪ Strong organisational skills with good attention to detail.</li> <li>▪ Conscious of costing issues</li> </ul>

<ul style="list-style-type: none"><li>▪ Enthusiastic and approachable</li><li>▪ Articulate</li><li>▪ Confident</li><li>▪ Highly committed</li><li>▪ Client focused</li><li>▪ Commercial</li><li>▪ Works with integrity</li></ul>	<ul style="list-style-type: none"><li>▪ Uses initiative</li><li>▪ Forward-planner – ability to plan and document all work via firm's time recording system</li><li>▪ Meets deadlines</li><li>▪ Prioritisation of different projects</li><li>▪ Ability to work with minimum supervision and under pressure</li></ul>
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