**Job description**

**Job title:** Paralegal (French speaking)

**Department:** International

**Location:** London

**Reporting to:** Partner and Solicitor within the International Department

**Contract:** 12 month contract with potential for renewal, full-time

**Hours:** 9:30am – 5:30pm, Monday to Friday. Some flexibility is required from time to time to meet the professional requirements of the role

**Hybrid:** 3 days in the office and 2 days working from home, when not travelling

**Salary:** £27,500 plus benefits

**Overall purpose**

* To work as a paralegal as part of a team working on international whistleblowing and corruption cases and group actions against multinational corporations for human rights and environmental abuses abroad.
* This role will require regular travel abroad and the successful applicant must be willing and able to travel regularly and accommodate working abroad for extended periods of time.

**Main duties and responsibilities include**

* This role involves assisting with drafting letters and other documents under supervision, analysing documents and data, client liaison, research work, general correspondence and administrative support.
* The role will involve regular travel abroad to take client instructions, trips with experts and to take witness evidence.
* Liaising with clients, barristers, other solicitors, experts, costs draftsmen, the courts and others to arrange meetings and also to give and receive information and documents.
* Administrative duties to include arranging meetings, booking meeting rooms, hotel accommodation and international travel arrangements, including security, visas and medical requirements.

**File/Case Management**

* Attend court for applications, hearings, trials etc. when requested to do so.
* Thorough and accurate notetaking at meetings and preparation of file notes.
* Preparing court and other documents for approval by fee-earners.
* Organising and preparing court and other bundles including counsel briefs and instructions to experts.
* Ensuring that Lexcel and data protection obligations are met.

**Telephones**

* Handling telephone calls and messages for the team and sharing in the handling of the Department’s new client enquiries.
* Dealing with regular email correspondence, including the filing and drafting of correspondence.

**Client Relations**

* Communicating effectively, adopting an approachable and professional manner in all dealings.
* Liaising with accounts staff, completing petty cash requests and reimbursements from accounts, dealing with invoices and fee notes.

**Filing**

* Applying excellent organisational skills to maintain complete internal and client files, including all associated tasks such as file opening, regularly updating case information, the timely and accurate filing of correspondence and documents, time recording and ledgers, preparation of bills and costs information as needed, and file closing.
* Paying attention to detail and ensuring accuracy.

**Information Technology**

* Using IT to provide a high quality, cost effective and efficient service to clients.
* Demonstrable experience of excel skills at a high level.

**Training**

* Undertaking training where needed to be able to deliver a high quality and effective team coordination service.
* Keeping knowledge up to date by attending in-house seminars, carrying out research, reading and attending courses where appropriate.
* Undertaking IT training to be able to provide leadership and support to team members on the use of all of the technology available.

**Performance measured by**

* Effective prioritisation and management of a busy workload so as to meet multiple and often competing deadlines.
* Timely and accurate filing and preparation of court documents including bundles.
* Contributing to an efficient, calm, and well-ordered environment in which the team can carry out its work effectively.
* Responding in a helpful and professional way in all work interactions.
* Delivery of an efficient, accurate and speedy service.
* Working with initiative; maintaining a flexible and responsible approach.
* Personal development and contribution to the overall objectives of the firm.
* Good attendance and meeting chargeable hours targets.

**Person Specification**

* Fluent French language skills essential (Native/ C2).
* Genuine interest to work with a leading claimant law firm and passionate about securing access to justice for all.
* Solid understanding of litigation procedures.
* Relevant legal qualifications (LLB or GDL or LPC or LLM or MA in law or relevant field).
* Demonstrable experience in drafting legal documentation and correspondence, sorting and reviewing financial records.
* Demonstrable paralegal and / or legal experience with reference to drafting and analysing documents, client liaison and legal research.
* High level of self-organisation as well as demonstrated ability to assist others in organising files and materials necessary for performance of their work.
* Must be both self-reliant and a team player, self-directed and flexible, and possess a composed demeanour under pressure.
* Ability to work independently under minimal direction.
* Excellent communication skills, demonstrated by ability to communicate accurately, clearly and concisely, verbally and in writing in both English and French.
* Demonstrable experience of a high level of proficiency in IT, especially with word and excel skills, fast and accurate keyboard skills and ability to work with a database.
* Proven experience in dealing sensitively with vulnerable clients and managing difficult situations and conversations professionally.
* Proven commitment to empowerment of marginalised groups.
* Proven ability to organise and prioritise a complex workload and work to tight deadlines whilst maintaining a positive attitude.
* Proven ability to take initiative, work and contribute to a team environment and maintain a professional conduct.
* High level of numeracy and good at problem solving.