

**Job Title:** Paralegal (Disputes)

**Status:** 6/12 month fixed term contract (possible extension)

**Reports to:** Senior Associate and Partner

**Main responsibility**: Working closely with the Disputes fee earners, primarily on breach of contract claims, supporting them in a variety of work including debt recovery, insolvency, enforcement and ad hoc litigation support.

**Duties:**

* General litigation support (including Insolvency and Intellectual Property litigation);
* Administrative tasks including disclosure, scanning and bundling;
* Dealing with settlements – without prejudice communications including Part 36 offers;
* Drafting Statutory demands, bankruptcy and winding up petitions;
* Legal research.
* Assisting with litigation in substantial and diverse commercial property portfolio for institutional landlord client;
* Reporting to team; property managing agents and client;
* Maintaining up to date schedules for internal and client purposes;
* Dealing with commercial and residential tenant queries;
* Leading communication with the tenant and client's surveyors to progress matters;
* Advising on breach of contract remedies and enforcement;
* Assisting and advising on varied aspects of property management;

**Essential Skills or Knowledge:**

* Excellent organisational and prioritising skills;
* Excellent communication skills – must be able to interact and communicate effectively across all levels of seniority and on both an internal and external basis. Must be able to utilise both oral and written communication to a very high standard;
* The ability to formulate and maintain good working relationships both internally and externally;
* Able to work well under pressure and in keeping with deadlines;
* Excellent attention to detail;
* Excellent analytical and problem solving skills;
* Numerically competent;
* Positive attitude with flexibility to take on other relevant matters as and when to assist the team and the Firm;
* Must be able to undertake effective and accurate legal research.

**Desirable Skills or Knowledge:**

* Previous experience within a law firm would be an advantage;
* Basic knowledge of landlord and tenant issues;
* Practical knowledge of litigation process;
* Commercial/residential property (either through work experience or LPC elective);
* Perceptive to any potentially relevant issues when dealing with matters;
* Has attained a relevant graduate or post-graduate legal qualification.