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PARALEGAL COMMERCIAL LITIGATION TEAM

New Vacancy

We are seeking a proactive and detail-oriented Paralegal to become a pivotal member of our Commercial Litigation team.

Role and Responsibilities:

- Assisting our solicitors in managing a caseload of commercial litigation matters.
- Conducting legal research and drafting documents such as pleadings, witness statements, and correspondence.
- Liaising with clients, counsel, and third parties.
- Organising and managing documentation, including electronic files.
- Attending client meetings, conferences, and court hearings when required.
- Keeping up to date with changes in commercial litigation law and practice.

Key Requirements

- A Law degree (or equivalent)
- Strong research skills with the ability to quickly grasp complex legal issues.
- Excellent verbal and written communication skills.
- Ability to manage and prioritise tasks in a fast-paced environment.
- Proficiency with legal software and Microsoft Office Suite.
- Previous experience is desirable.

Please send your CV and a cover letter detailing your relevant experience to michelle.connor@cgprofessional.co.uk