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We are CG

PARALEGAL REAL ESTATE TEAM

New Vacancy

CG is not your typical law firm. From the outset, we have been committed to breaking away from traditional perceptions of what a law firm should look like and established ourselves as unique in the industry, truly being focused on culture and client experience.

Our approach to service delivery and internal culture is attracting not just top-level lawyers, but also a vast range of high-calibre clients that include publicly traded companies, public sector entities, globally recognised brands, global sporting organisations, as well as SMEs that are leaders in their respective industries.

We adopt an unwavering and focused mentality in our approach to the quality of our output. Collaboration and flexibility are crucial to our work ethic and, in creating a dynamic and engaging working environment, we give our team all the tools and resources necessary to excel, in a manner that suits them, rather than what an industry dictates.

Due to significant growth and some upcoming projects, we are looking for **3 paralegals to join our real estate team.**

The roles will be based at our head office in Chorley, Lancashire, with scope to work out of our Liverpool and Manchester offices.

We recruit all our trainee solicitors from our paralegal support, so there are excellent career prospects for ambitious candidates.

Role and Responsibilities:

We can offer hours to suit part time LPC study as well as those doing part time degrees.

- Assisting our solicitors in our service delivery to clients.
- Conducting legal research and drafting documents.
- Liaising with clients, counsel, and third parties.
- Organising and managing documentation, including electronic files.
- Attending client meetings, conferences, and court hearings when required.

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.

Please contact stacey.turner@cgprofessional.co.uk with a short cover email and copy of your CV to apply.