



CORPORATE PARALEGAL

New Vacancy

We are seeking a proactive and detail-orientated Paralegal to become a key member of our Corporate team. The role will be primarily based at our head office in Lancashire with scope and flexibility to work out of our Manchester and Liverpool offices. We can also offer hours to suit part time LPC or SQE study.

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 establish ourselves as unique in the industry, truly being focused on culture and client experience. Collaboration and flexibility are crucial to our work ethic, and in creating a dynamic and engaging working environment.

Shortlisted for the Insider Media Northwest Dealmaker Awards 2023 as mid-sized law firm of the year, our approach to service delivery and internal culture is attracting not just top-level lawyers, but also a vast range of high-calibre clients.

Main Responsibilities:

- Assisting our team in managing transactions.
- Conducting legal research and drafting documents.
- Managing post completion processes and filings.
- Organising and managing documentation, including electronic files.
- Attending client meetings and conferences when required.

Main Responsibilities:

- A law degree (or equivalent).
- Strong research skills with the ability to quickly grasp complex legal issues.
- Excellent verbal and 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 but not essential.

To apply, please send your CV and a short cover email to Benjamin.Dredge@cgprofessional.co.uk

www.cgprofessional.co.uk

We are CG