



Job Title:

Paralegal – Dispute Resolution Department

Contract type:

Permanent

Hours:

Full time

Requirements:

We are looking to appoint a Paralegal to join our Dispute Resolution Team. The successful candidate will have acquired at least 12 months general dispute resolution/litigation experience.

Their caseload will consist of undertaking work in the following areas: contractual disputes, debt collection, personal injury, advising on bankruptcy and insolvency, contentious probate, professional negligence claims, neighbour disputes, disputes between landlords and tenants for residential and commercial, employment law matters. (*We are not seeking candidates who have a only a 'process driven' background/experience*).

Duties:

The role will involve, but is not limited to:

- Assisting with new enquiries received;
- Assisting with the department's in-house legal surgery sessions;
- Undertaking fee earning work on client matters, subject to appropriate supervision;
- Assisting the Head of Department with their caseload;
- Undertaking administrative tasks on client matters.

Qualifications:

We are willing to support the successful candidate, after successful completion of the trial period, if they wish to seek qualification as a Solicitor, through any of the available qualification routes.

Salary & Benefits:

- Salary is market rate and dependent upon experience.
- 25 days holiday per annum, plus bank holidays, loyalty holiday scheme, ability to buy holidays.
- Benefits include: contributory (auto-enrolment) pension scheme, annual discretionary bonus scheme, non-contributory death in service scheme, Paycare Scheme, flexi-lunch, enhanced sick pay scheme, (*please see the Careers page on our website www.bromleys.co.uk for full details of the benefits we offer*).

How to apply:

If you are interested in this role, please send your CV to our Recruitment Team at Recruitment@bromleys.co.uk.