



Paralegal

We are seeking a paralegal with six months experience of working in a dispute resolution department to join us in our Teddington office. Experience of working on adjudications and / or arbitrations would be beneficial but is not essential.

The role

The successful candidate will provide assistance to the team and support staff across the firm. Duties will include:

- document management including the preparation of electronic bundles for submissions and hearings;
- contacting clients, experts and liaising with service providers (transcribers, translators, hearing venues etc.) as directed;
- the preparation of demonstratives and document threads from case materials;
- proof reading submissions and reports and cross-referencing exhibits;
- attending meetings and taking notes;
- legal research and digesting case reports; and
- undertaking general office work as may be required.

The Candidate

The successful candidate will meet the following criteria:

- Excellent academics with law degree or Graduate Diploma in Law and completion of the Legal Practice Course or Bar Professional Training Course;
- computer literacy is essential and must include proficiency with Microsoft Excel;
- articulate and confident;
- have an attention to detail;
- willing to take on responsibility and work under pressure; and
- committed and motivated.

Please note that the job description is not exhaustive and may vary in line with the team's objectives and firm's policy.

If you are interested, please contact us at info@corbett.co.uk