

LONDON LAW COLLECTIVE

Role Title: Paralegal
Reporting to: Senior Associate
Location: London
Salary: Competitive
Deadline: 1st August 2020, 23:59

About London Law Collective

We are a collective, because we believe that we can do more together than working alone. Being a collective is a better way of doing law, because we feel that just doing law is not enough anymore. We love the law, but we also want to make a positive impact on the world around us.

As a collective we gather the best people so that we are able to provide legal solutions that will work for our clients and their businesses. We expertly guide our clients and create easy to understand solutions that will help their business thrive. We are generous with our time, supportive and helpful, and will collaborate with our clients and each other, always providing fresh and clear insight.

We are an equal opportunity employer. We value diversity and are committed to creating an inclusive environment for all our team.

About the Role

This role will work closely with London Law Collective's fee earners, to support their day to day corporate, commercial and dispute resolution work as well as help to develop our paralegal function that is integral to the successful growth of this recently established law firm.

The successful candidate will be well-organised; be enthusiastic about learning and pro-activity developing their experience, have an ability to take the initiative and find solutions; collaborative in their approach; and confident to tackle areas in which they may not have had previous experience.

Responsibilities

As a Paralegal at London Law Collective, your main responsibilities shall include the following:

- Preparing first drafts of board minutes, other corporate approvals, and simple contracts;
- Assisting with filings of documents at Companies House and HMRC;
- Carrying out legal research;
- Attending client meetings and assisting with client communications;
- Running due diligence processes and completions;
- Putting together first drafts of know how documents;
- Producing scans of document packs are ensuring they are properly recorded on file;
- Accurate and timely time recording;
- Assisting with the billing procedure;
- Assisting with business development; and
- Assisting with marketing including events and social media.

Candidate Requirements

- To have had at least a year of paralegal experience and/or completed the Legal Practice Course (or its equivalent).
- Demonstrable experience of the main functions of the role.
- Ability to manage a significant workload with excellent organisational and administrative skills.
- Experienced user of the Microsoft Office suite and Docusign.
- Good communication and interpersonal skills.
- A satisfactory DBS disclosure.

Please send a covering letter and your CV to nikki@londonlawcollective.com