

# LONDON LAW COLLECTIVE

**Role Title:** Paralegal  
**Reporting to:** Associate  
**Location:** London  
**Rate:** Competitive  
**Deadline:** 6th May 2022

## About London Law Collective

At London Law Collective we believe that collectively we do more than working alone. We are made up of experienced lawyers with different backgrounds and skills, drawn together by a sense of excitement of empowering business, building long-lasting relationships, and providing the highest quality legal advice.

We combine our team's specialist talent, experience, and knowledge across many areas of law with our shared values, so that we can make a positive difference to our clients' innovative and high-growth start-ups, helping them to unlock their potential. Our experience tells us that CEOs and founders want clear solutions without the complexity, quickly, and at a price that makes sense. Our ambition is to do that while offering a first-class service, often reserved for the bigger clients in the largest firms.

We also believe in making a positive contribution to the world around us, and by helping our clients do likewise.

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; be collaborative in their approach; and be 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
- Accurate and timely time recording
- Assisting with the billing procedure
- Assisting with business development
- Assisting with marketing including events and social media
- Working with the team to help LLC achieve its social and environmental objectives

## Candidate Requirements

- To have had at least one (1) 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 their time with excellent organisational and administrative skills
- Experienced user of Microsoft Office
- Good communication and interpersonal skills
- A satisfactory DBS disclosure

Please send a covering letter and your CV to [applications@londonlawcollective.com](mailto:applications@londonlawcollective.com)