

IMD SOLICITORS

JOB ADVERT

JOB DESCRIPTION

<u>Job Title:</u>	Family Paralegal
<u>Job Location:</u>	Manchester/London
<u>Job type:</u>	Full-time
<u>Working hours:</u>	37.5 hours per week- Monday till Friday;
<u>Reports to:</u>	Melissa Cunningham

Overview of the Company

IMD Solicitors is an expanding, multicultural, full service law firm that is leading the way in the provision of legal services for European communities and businesses throughout England and Wales and wants to compete with Top100 law firms in the UK.

We offer an enjoyable and rewarding working environment and a very friendly team. We are committed to our staff and recognise the importance of the continued development; in fact even one of our core values is "above all, in everything we do, WE CARE". We want to attract and retain top talent and consistently develop the best lawyers and leaders in the business.

We pride ourselves on providing outstanding client care and excellent quality legal services whilst recognising the importance of communication in our clients' native languages and without legal jargon.

Job purpose

We are looking for an enthusiastic Family Paralegal who has outstanding communication skills. The desired candidate will also have an interest in dealing with criminal law matters.

You will be expected to work towards tight deadlines and be able to work under pressure. You should be willing to take on responsibilities and have initiative.

Training and mentoring will be provided to the successful candidate.

The ideal candidate will have experience in dealing with a range of family issues such as: divorce, financial matters, child arrangements, maintenance matters, child abduction and be confident to manage a case load under the supervision of the Head of Department.

Key Responsibilities

- Be able to fluently communicate in both English and Polish
- Be familiar in preparing court forms, Family Practice Direction related tasks such as court bundles
- Have experience in preparing court statements and preliminary documents
- Advising clients in a professional manner and ensuring that advice given is accurate and in line with current legislation
- Professional with clients

- Good team player, supportive of colleagues
- Flexible and adaptable to work demands
- Ability to use initiative
- Dealing with all incoming family enquiries either from other offices, Courts or from potential new clients, redirecting enquiries to appropriate person where necessary
- Translation of correspondence and documents as and when required

Key requirements (skills, qualifications, experience)

- Experience in family law
- Though not essential, experience in criminal law
- Can work towards tight deadlines
- Good record of time recording and working towards departmental budgets/individual budgets
- Commercial awareness
- Ability to manage a large number of files
- Can work independently as well as part of a team
- Have excellent communication skills.
- Previous experience in a similar role is required

Key Results / Objectives

- Client satisfaction
- Conversion
- Fees received
- Recoverability
- Utilization

Dated 23.05.19