Title: Paralegal

Location: Manchester

Salary: £20,000-£25,000 per annum

We are seeking a Paralegal to join our busy legal team. The successful candidate will be responsible for providing legal support and assistance to our solicitors on a wide range of legal matters, including litigation, contracts, and regulatory compliance.

Responsibilities:

* Assist solicitors with legal research and analysis
* Draft and review legal documents, including contracts, pleadings, and discovery requests
* Attend court hearings and assist with litigation matters
* Conduct due diligence and prepare reports
* Assist with regulatory compliance matters
* Liaise with clients and other legal professionals
* Perform administrative tasks, such as file management and document preparation

Requirements:

* Bachelor's degree in Law or related field
* Previous experience working as a Paralegal in a law firm or legal department preferred
* Strong knowledge of UK laws and regulations, particularly in the areas of contracts and litigation
* Excellent written and verbal communication skills
* Ability to work independently and as part of a team
* Strong analytical and problem-solving skills
* Ability to manage multiple tasks simultaneously and meet tight deadlines
* Experience using legal software and databases

If you meet the above requirements and are looking for a challenging and rewarding opportunity, we encourage you to apply. We offer a competitive salary, comprehensive benefits package, and opportunities for professional growth and development.

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