

Hodge Jones & Allen LLP

Leading London NW1 Solicitors

Dispute Resolution Paralegal/Legal Executive

A new and exciting opportunity has become available in our Dispute Resolution team. The role of the Paralegal/Legal Executive would be to assist and support senior fee earners with their varied and challenging caseload. The caseload consists of general civil litigation including professional negligence, property disputes, contentious probate, etc. The Paralegal/Legal Executive will be expected to meet their own fees and time targets.

The ideal candidate will have; good administrative experience in a supportive role, IT skills including Microsoft Office particularly Excel and Proclaim, good communication and organisational skills, the ability to work effectively in a team, under pressure and the enthusiasm to learn quickly. At least 6 months prior experience of working with the Civil Procedure Rules in a litigation department is necessary. They should be professional and have confidence in dealing with clients, opponents, counsel and internal staff.

The successful applicant will be committed to assisting us in providing an excellent service to our clients and will be an integral part of the team.

Please apply by sending a covering letter, CV and current salary details to Adam Russell, arussell@hja.net

Closing Date: **5pm, Tuesday 2 May 2023.**