



Paralegal

Commercial Litigation

Job Role

We are looking to recruit a Paralegal to support a Partner and a team of solicitors in the Commercial Litigation department. The department is responsible for dispute resolution and Middle East Desk and you'll be tasked with contributing to the ongoing success of the Firm.

The ideal candidate will have strong analytical skills, excellent attention to detail and to be able to manage their own caseloads. This is a demanding role that will require flexibility, a driven attitude and the ability to effectively prioritise a changing caseload.

Main Duties and Responsibilities:

This is not an exhaustive list and from time to time it may be necessary to vary these to meet the department and business needs.

- Drafting legal documents including Particulars of Claim, Defence and Instructions to Counsel.
- First point of contact for active clients, witnesses, opponents and barristers.
- Administration support including providing clients with regular updates, drafting documents and preparing for upcoming trials.
- Proof documents and information.
- Conduct research including locating and developing case relevant information.
- Assist senior fee earners with business development including attending networking events both in-house and external.
- Support with the development of the Iran Desk.

Person Specification

- Fluency in both English and Farsi (including written)
- Excellent communication skills, both written and verbal.
- Confident using various legal IT applications.
- Proactive and prepared to work independently and intelligently, exercise own judgment with minimal supervision always adopting a can-do attitude;
- High attention to detail to produce work / documentation which is consistently of a high standard.

We are only accepting CVs from direct applicants at this stage. If you would like further details or wish to apply for this position please email your CV and covering letter direct to legal.recruit@devonshires.co.uk and also complete the diversity monitoring questionnaire which can be accessed by [clicking here](#).

Devonshires Solicitors LLP is committed to providing equal opportunities in employment and to providing a workplace free from discrimination and harassment. As such all job applicants, employees and partners and third parties who come into contact with us, will receive equal treatment, regardless of age, disability, gender re-assignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation. For this reason we ask that all candidates complete the [recruitment monitoring survey](#) in complete confidence for statistical purposes in order that we can effectively monitor how well our Diversity procedures are working. To review our policies on Diversity & Inclusion and Dignity at Work please visit our recruitment pages at www.devonshires.com.