



Paralegal

Debt Recovery

The Firm

Devonshires has been based in the City of London for more than 150 years. From our offices in London, Leeds and Colchester we provide legal services to clients based throughout the United Kingdom and internationally. We are recognised by Legal 500 in tier 2 for Debt Recovery and Chambers UK as a medium-sized niche firm specialising in commercial / corporate, civil litigation, construction, community housing, employment, projects and property. Over the past few years we have grown significantly and now have approximately 240 staff.

Job Role

This is an opportunity for an individual to join a growing Debt Recovery department in London. We are looking for an ambitious debt recovery paralegal who is prepared to work hard and go the extra mile, to hit the ground running and make their mark within our thriving department. The role will involve;

- Running their own caseload and assisting on complex matters on a fee earning basis.
- Determining case direction and strategy

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.

- Fee Earning Role
- Run own caseload providing advice to clients from instruction to hearing/settlement
- Correspond with client, debtor and third parties
- Draft and submit Claim Forms and Winding-Up/Bankruptcy Petitions
- Draft Statutory Demands for service
- Enforcement proceedings
- Draft pleadings and witness statements for the County Court, ensuring all are prepared as soon in advance as possible
- Efficiently manage a large number of deadlines relating to a variety of cases at any one time
- Liaise with Court prior to trials to ensure necessary paperwork is sent and received and follow up on late/lost paperwork
- Organise and maintain tidy and accurate files both in soft and hard copy
- Meet targets that may be set from time to time by Line Manager
- Follow department procedures, the Solicitor's Accounts Rules and the Firm's policies and procedures as detailed in the Office Manual.
- Marketing of the department

Person Specification

Essential

- Possess solid drafting skills
- Possess the ability to prepare pleadings and witness statements for the Court
- Excellent administration skills, organisation, including own diary management
- Excellent level of attention to detail
- Competent in all MS applications, to include Word, Excel and Outlook
- Confident communication skills at all levels with the ability to communicate in “plain English”
- Must be client focussed and have an approachable manner with good communication skills/telephone manner
- Have a methodical approach, with good attention to detail
- Possess a strong customer service ethic with the ability to empathise with clients
- Good time management skills and able to deal with more than one task at a time
- Able to work with limited supervision
- Able to work under pressure and to tight deadlines
- Able to prioritise a heavy workload
- Be a supportive team player and willing to assist others
- Self-motivated, enthusiastic, tenacious and approachable
- Be willing to learn
- Be assertive and confident with dealing with people at all levels
- Be calm and professional at all times
- Be punctual and flexible. If you have capacity, you may be required to help other departments, or team members

Desirable

- Some experience in a similar role.
- Knowledge of DMS (Document Management System)
- Knowledge of Partners for Windows (time recording system)

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.