

Paralegal

Litigation & Dispute Resolution

The Firm

Devonshires has been based in the City of London for more than 150 years. From our offices in London, Birmingham, Leeds and Colchester we are a full-service law firm to clients based throughout the United Kingdom and internationally. The firm specialises in commercial / corporate, litigation & dispute resolution, construction, community housing, employment, projects and property. Over the past few years the firm has shown continued growth and resilience, even during the recent difficult times.

Job Role

This is an opportunity for an ambitious individual to join a successful Litigation & Dispute Resolution department in London. We are looking for a litigation paralegal who is prepared to work hard within our thriving department, whilst gaining invaluable experience of handling a varied 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.

- Support senior fee earners across the department;
- Correspond with clients, opposition and third parties to progress client files;
- Drafting and submitting pleadings/ statements of case for the County Court and High Court;
- Efficiently manage a large number of deadlines relating to a variety of cases at any one time;
- Organise and maintain tidy and accurate case files;
- Liaise with Court prior to trials/hearings;
- Preparing court bundles and cost budgets.

Essential

- Undergraduate law degree/GDL;
- LPC preferable but not essential;
- Previous paralegal experience preferably litigation/insolvency focused;
- Self-motivated, enthusiastic, tenacious and approachable;
- Client focused;
- Possess solid drafting/proof reading skills;
- Supportive team player and willing to assist others;
- Able to work under pressure, to tight deadlines and prioritise a heavy workload;
- Excellent administration and organisation, including own diary management;
- Competent in all MS applications, to include Word, Excel and Outlook.

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](#).

All recruiters must submit their candidates' CV via our HR team or using the recruitment inbox listed above. Only HR can agree terms of business with third parties, provide the appropriate privacy notice to be shared with candidates and ensure that the firm maintains its commitments to LEXCEL, ISO27001 and Equality Diversity & Inclusion.

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, partners and third parties who come into contact with us, will receive equal treatment, regardless of age, disability, gender identity, marriage and civil partnership, trade union activities, pregnancy and maternity, race, religion or belief, sex or sexual orientation. We welcome applications from groups where we are currently under-represented. 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.