

Job Description

Role: **Paralegal**
Department: **Credit Hire**

Overview

We are looking for a Paralegal to join our Credit Hire department, based in Newcastle.

There will also be potential to progress to a Claims Handler in the future.

Roles & responsibilities

The successful candidate's duties will include (but are not limited to):

- Supporting solicitors and claims handlers in handling and preparing cases
- Performing administrative and clerical tasks as well as legal research
- Undertaking reviews of financial documentation to assist solicitors and claims handlers in determining key issues within potential cases.
- Preliminary analysis, research and investigation of cases.
- Preparing and drafting legal documents.
- Liaising with clients, other solicitors and third parties

Candidate requirements & attributes

- Graduate of Law or prior experience
- Excellent verbal and written communications skills.
- Strong organisational skills and be adept at dealing with electronic case management and filing systems.
- Excellent time management skills and will be comfortable working under time constraints, with the ability to work accurately and to meet deadlines.
- Excellent research skills, interpersonal skills and be mindful of the need for high levels of discretion when dealing with confidential matters.
- Good attention to detail and a strong ability to prioritise work.
- An understanding of the importance of client care and maintaining good client relations.
- An ability to work well within a team.

Salary

A **competitive** salary will be offered.

Hours

Monday to Friday 9am until 5pm with 1 hour unpaid lunch.

True perks

- **Hybrid Working** (office & home working) if eligible
- **23 days holiday, plus Bank Holidays** per annum increasing to 26 days. Additional holiday for 5 years service.
 - **Holiday purchase scheme** (You can buy up to 1 week's annual leave)
 - **Attendance bonus**
 - Quarterly funded **team-bonding activities**
 - **Death in service** following 1 years' service
 - Auto enrolment **company pension**
 - **Employee assistance programme** 24-hour helpline
 - **Travel to work schemes;** Bike to work scheme, public transport pass scheme
 - Annual **flu jab** and **eyecare** scheme

To apply, email your CV and covering letter to: HR@true.co.uk