# true solicitors

Portland House,

New Bridge Street West,

Newcastle upon Tyne, NE1 8AP T 0191 232 1123

true.co.uk

# 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.
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  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.

#### <u>Salary</u>

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: <a href="https://example.co.uk">HR@true.co.uk</a>

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