



## Job Description

Job title: Paralegal  
Department: Property  
Jurisdiction: Jersey

### Purpose of the role

To provide prompt and comprehensive support to the team and its clients across a variety of Legal issues, including providing administration support where necessary.

### Key Responsibilities

- Providing wide-ranging assistance to Conveyancers and clients regarding various legal issues including:-
  - Identifying and retrieving information necessary to support legal decision-making
  - Drafting and amending legal documentation
  - Preparing and issuing correspondence, including client notifications and letters
  - Preparing court bundles as required
  - Undertaking relevant research, as required
  - Creating, issuing and ensuring payment of invoices
  - Contributing to Knowledge Management for the team/market, ensuring that it is current and accurate
  - Maintaining records and using the IT systems to undertake searches
  - Arranging business trips and travel schedules
  - Undertaking office administration to support the team, to include filing, photocopying, responding to emails and booking rooms
  - Ensuring effective management of time, effort and resource to generate maximum efficiencies
  - Contributing constructively to the non-chargeable activities of the Group

### Competencies

- A relevant Legal qualification - ideally LLB and/or LPC minimum
- Previous work experience in a Legal environment from a similar role
- Strong academics
- Excellent interpersonal and relationship skills
- Experience in working to tight reporting deadlines and meeting demanding client obligations
- Superior organisational skills and a proven ability to work effectively and cooperatively in a team as well as on own initiative
- A high level of proficiency with IT business software packages, including Microsoft applications such as Word, Excel, PowerPoint and Outlook

### Contact

To apply for this role please send your CV to [recruitment@ogier.com](mailto:recruitment@ogier.com)

Regulatory information can be found at [ogier.com](http://ogier.com)