



Job Description

Job title: Paralegal/ Legal Assistant

Department: In House Legal Department

Jurisdiction: Global

Purpose of the role

This role will provide a comprehensive and confidential paralegal service to our In House Legal Department, ensuring that they are fully supported. This position offers a long-term career in a legal support role.

Key Responsibilities

- Work with In House team conducting ad-hoc legal research, reviewing and drafting simple legal documents, and providing support with general company secretarial matters;
- Screen incoming telephone calls, taking and relaying accurate messages where necessary. Where appropriate, arrange and set up conference and outgoing calls for the team;
- Assisting the team with team-specific reporting on business service levels;
- Primary contact for team-specific legal and business services queries as the embedded team support;
- Utilise all of the services provided by the Global Support Team;
- Ensure that all new matters are accurately set up in the database system;
- Ensure electronic and hard copy document management files are kept up to date (including filing of emails and correspondence) when active and once closed that they are archived;
- Identify and retrieve information necessary to support legal decision-making;
- Such other duties as the firm may reasonably require from time to time; and
- Leading the way with innovation, technology and tools by supporting and trialling new initiatives.

Competencies

- Previous legal experience or relevant Legal studies complete (LLB/GDL/LPC)
- Accuracy and attention to detail
- Proficient in Word/Outlook and a working knowledge of Excel
- Administrative and document management experience
- Superior organisation, administration and communication skills to undertake work at a high-level and of a confidential nature
- Ability to efficiently manage own time and prioritise workflow
- Ability to adapt to the continual roll-out of innovative tools and processes
- Supportive of and able to demonstrate agile and flexible working

Contact

To apply for this role please send your CV to recruitment@ogier.com