



## Job Description

Job title: Paralegal

Department: Local Legal Services

Jurisdiction: Guernsey

### Purpose of the role

This role is to provide a comprehensive and confidential paralegal service to a Guernsey Legal Team, ensuring that they are fully supported

### Key Responsibilities

- Screen incoming telephone calls, taking and relaying accurate messages where necessary. Where appropriate, arrange and set up conference and outgoing calls for the team
- Ensure that all new client matters are accurately set up in the client accounting and database system, including research to satisfy due diligence requirements
- Maintain and amend client records and contact names
- Ensure files are kept up to date (including filing of emails and correspondence) when active and that files are closed/archived once the matter is concluded
- Actively participate in team meetings and social events
- Take ownership of allocated administrative tasks relevant to the team
- Maintain online filing system, ensuring that filing is carried out on a regular basis, undertake photocopying, scanning and manage Microsoft Outlook application, including drafting and responding to correspondence
- Draft simple legal documents, notarial certificates and correspondence and prepare conveyance documents and plans for presentation in court
- Providing complete assistance to Associates and clients regarding various legal issues
- Identifying and retrieving information necessary to support legal decision-making
- Drafting and amending legal documentation
- Such other duties as the firm may reasonably require from time to time

### Competencies

- Administration/Legal Secretarial experience within a legal or professional services environment ideally
- Accuracy and attention to detail
- Proficient in Word/Outlook and a working knowledge of Excel
- Administrative and document management experience
- Superior organisational skills with a disciplined approach to documentation
- Ability to efficiently manage own time and prioritise workflow

### 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)