

**Construction Paralegal**  
**Job Description**

Your duties will include (but not be limited to):

- Assisting partners, consultants and other fee-earners with their matters as required
- Assisting with the drafting of construction and engineering documents including letters of intent, contracts, consultancy appointments, warranties and security documents, as well as documents for contentious matters including instructions to Counsel, pleadings, submissions, Court forms and settlement agreements under supervision
- Preparation, filing and service of statements of case, court bundles and other submissions and documents in adjudication, litigation, arbitration and other proceedings
- Carrying out basic legal research and preparing short research notes
- Undertaking initial reviews and organisation of documentation received in respect of contentious or non-contentious matters
- Ensuring the proper management of documents including organising and managing electronic data sites, uploading documentation and making sure that documents are properly bundled, indexed and stored as appropriate
- Checking and proof-reading legal documents for quality, consistency and content
- Assisting with the administration of matters (including preparing client care letters, time recording, billing, and the engagement of third parties such as Counsel and experts witnesses)
- Recording chargeable time punctually and accurately
- Suggesting and undertaking appropriate training
- Taking part in firm-wide events and helping to promote a friendly, supportive and effective working environment
- Upholding the Firm's values
- Any other duties necessary to ensure that your employment contributes to the overall performance of the Firm

**Knowledge, Skills And Ability Required**

The requirements listed below are representative of the knowledge, skill and/or ability required to perform this role successfully:

- Law degree or have completed the GDL. Completion of the LPC/SQE/QLTS is desirable but not essential. Previous experience as a paralegal (particularly in construction law) or working in a professional services context is an advantage
- A positive, enthusiastic and proactive approach to work
- Strong work ethic and a desire to develop and succeed
- Attention to detail
- Effective personal, organisational and time management skills, and the ability to juggle multiple demands and prioritise tasks
- Strong written and verbal communication skills, demonstrating an ability to communicate with colleagues at all levels
- Common sense, commerciality and the ability to exercise sound judgement
- Strong IT skills with an interest in, or experience of, using technology to deliver work
- Determination to complete work with a high level of accuracy