

**JOB ADVERT**

**Job Title:**

**Family Paralegal**

**Job Location:**

111 Piccadilly, Manchester, M1 2HY

**Job type:**

Full-time - 37.5 hours per week Monday - Friday (flexible hours)

**Salary bracket:**

Depending on location & experience

**Headline:**

Are you interested in a role in a solicitor’s firm that is the leading provider of legal services for European communities and businesses?

**Overview of the Company**

IMD Solicitors is an expanding, multicultural, full service law firm that is leading the way in the provision of legal services for European communities and businesses throughout England and Wales and wants to compete with Top100 law firms in the UK.

We offer an enjoyable and rewarding working environment and a very friendly team. We are committed to our staff and recognise the importance of the continued development; in fact even one of our core values is "above all, in everything we do, WE CARE". We want to attract and retain top talent and consistently develop the best lawyers and leaders in the business.

We pride ourselves on providing outstanding client care and excellent quality legal services whilst recognising the importance of communication in our clients’ native languages and without legal jargon.

**Job purpose**

We are looking for an enthusiastic and experienced Family Paralegal who has outstanding communication skills.

You will be expected to work towards tight deadlines and be able to work under pressure. You should be willing to take on responsibilities and have initiative.

Training and mentoring will be provided to the successful candidate.

The ideal candidate will have:

1. experience in dealing with a range of family issues such as: divorce, financial matters, child arrangements, maintenance matters, child abduction and be confident to manage a case load under the supervision of the Head of Department
2. experience in advising clients in respect of a range of family issues such as: divorce, financial matters, child arrangements, maintenance matters, child abduction and be confident to manage a case load under the supervision of the Head of Department.

**Key Responsibilities**

* Have experience is dealing with a range of family law issues
* Be able to fluently communicate
* Be familiar in preparing court forms, Family Practice Direction related tasks such as court bundles
* Have experience is preparing court statements and preliminary documents
* Advising clients in a professional manner and ensuring that advice given is accurate and in line with current legislation
* Professional with clients
* Good team player, supportive of colleagues
* Flexible and adaptable to work demands
* Ability to use initiative
* Dealing with all incoming family enquiries either from other Offices, Courts or from potential new Clients, redirecting enquiries to appropriate person.
* Translation of correspondence and documents as and when required

**Key requirements (skills, qualifications, experience)**

* Can work towards tight deadlines
* Good record of time recording and working towards departmental budgets/individual budgets
* Commercial awareness
* Ability to manage a large number of files
* Can work independently as well as part of a team
* Have excellent communication skills.
* Previous experience in a similar role is required

**Other**

No recruitment agencies please.