



JOB ADVERT

Job Title:

Trainee Personal Injury Paralegal - Romanian speaking

Job Location:

111 Piccadilly, Manchester, M1 2HY with home-working

Job type:

Full-time; Permanent

Monday till Friday; Flexible hours; 10:00 - 16:00 core hours;

Salary bracket:

£18500-£20000

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

This is ideal role for an ambitious law graduate who is looking to develop their career. You may already be working in a legal environment and want to progress both your studies and your role. The position involves dealing with mixed caseload of claimant RTA/EL/PL files at various stages (portal, pre-issue, litigation), and training will be given in these areas. Excellent customer care skills are also essential. There may be a training contract opportunity for the right candidate subject to performance.

Key Responsibilities

1. Managing own caseload of work, providing excellent client care(under supervision)
2. Dealing with new enquiries/ investigating new claims/ assessing liability/ offering appropriate legal advice and assistance to clients.
3. Dealing with enquiries from courts, insurance companies, TP representatives.
4. Drafting/ preparing of legal documents/ forms / statements and correspondence.
5. Analysing of medical reports/notes obtaining experts opinion/advice as and when necessary.
6. Obtaining and arranging Counsel's representation and advice.
7. Negotiating settlements, appropriate use of precedents and JC guidelines.

Key requirements (skills, qualifications, experience)

1. Law degree preferred
2. Excellent customer care skills
3. Business proficiency in Romanian

Applications with full CV to Ms K Hosker k.hosker@imd.co.uk