



JOB ADVERT

Job Title:

Personal Injury Paralegal, NQ, NQ 1/2 – Serious Injury/Catastrophic Injury team

Job Location:

Trafford House, M32 ORS/ remote /hybrid

Job type:

Full-time; Permanent

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

Salary bracket:

£25,000 - £32,000 depending on experience and qualification, plus quarterly bonuses

Headline:

Are you looking to develop your legal career in an ambitious and forward- thinking law firm?

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.

Our Personal Injury department is one of the best in the North of England and our lawyers are widely recognised as experts in the Serious/Catastrophic Injury and litigation fields.

Job purpose

This is ideal role for a Personal Injury Paralegal with a minimum of 5 years experience or an NQ or NQ +1 or 2 solicitor or legal executive looking to develop or progress their career into Serious and Catastrophic Injury.

The role involves dealing with mixed caseload of fast track and multi-track RTA/EL/PL files at various stages (portal, pre-issue, litigation), and assisting on variety of Serious Injury and Catastrophic Injury cases hence experience in dealing with wide range of cases is required.

This role would ideally suit someone who is confident in dealing with fast track and multi-track work of lower value as well as litigated cases and is willing to train to work on Serious Injury and Catastrophic Injury cases.

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 Fast Track claims both pre-litigated and litigated (under supervision of a Senior Solicitor).
2. Handling pre-litigated Multi Track cases under supervision of a Senior Solicitor.
3. Dealing with litigated matters under supervision of Senior Solicitor.
4. Working as part of the team on Serious Injury and Catastrophic Injury cases.
5. Dealing with new enquiries/ investigating new claims/ assessing liability/ offering appropriate legal advice and assistance to clients.
6. Dealing with enquiries from courts, insurance companies, TP representatives.
7. Drafting/ preparing of legal documents/ forms / statements and correspondence.
8. Analysing of medical reports/notes obtaining experts opinion/advice as and when necessary.
9. Obtaining and arranging Counsel's representation and advice.
10. Negotiating settlements, appropriate use of precedents and JC guidelines.

Key requirements (skills, qualifications, experience)

1. Minimum of 3 years experience in personal injury field in a reputable firm
2. Experience in dealing with both RTA and EL/PL Fast Track cases
3. Experience in dealing with litigated matters under supervision
4. Excellent customer care skills
5. Ability to work in a targeted environment