

Vacancy: Paralegal Assistant

Location: Quebec Law | Solicitors, 291 Roundhay Road, Leeds, LS8 4HS (on-site)

Hours: 40 hours per week

Salary: Negotiable.

Job Description:

Quebec Law Solicitors, a reputable legal firm specialising in Civil Litigation, Consumer Law, Debt Recovery, and Landlord Tenant Law, is seeking a motivated and organised individual to join our team as a Paralegal Assistant at Quebec Law Solicitors in Leeds. This is a full-time. The Paralegal Assistant will support the team of solicitors in a wide range of tasks, including legal document preparation, conducting research, liaising with clients and stakeholders, and assisting with administrative duties. The successful candidate will play a vital role in ensuring the smooth running of legal operations and delivering excellent client care.

Key Responsibilities:

- Assist solicitors in the preparation of legal documents, ensuring accuracy and attention to detail.
- Conduct legal research and provide summaries or reports to support ongoing cases.
- Communicate with clients, stakeholders, and third parties, ensuring professionalism at all times.
- Manage case files, maintain accurate records, and ensure compliance with internal systems.
- Provide administrative support, including managing correspondence, scheduling meetings, and diary management.
- Handle client enquiries, ensuring they are directed to the appropriate solicitor.
- Collaborate with the wider team to contribute to the overall performance and efficiency of the firm.

Requirements:

- GCSEs (or equivalent) in English and Maths.
- Ability to work effectively in a team environment.
- Excellent written and verbal communication skills.
- Strong attention to detail and organisational skills.

- Ability to prepare legal documents and manage case files.
- Proficiency in legal research techniques.
- Time management skills and ability to meet deadlines under pressure.
- Familiarity with legal procedures and court documents (advantageous but not essential).
- Basic proficiency in Microsoft Office Suite (Word, Excel, Outlook).

Benefits:

- Opportunity for career development and progression within a dynamic law firm.
- Exposure to a variety of legal areas and the opportunity to work alongside experienced solicitors.
- A collaborative and inclusive work environment.
- Ongoing training and support to develop your legal career.

Quebec Law Solicitors is an equal opportunities employer and welcomes applications from all sections of the community.

About Quebec Law Solicitors:

Quebec Law Solicitors is a well-established firm in Leeds, known for its expertise in Civil Litigation, Consumer Law, Debt Recovery, and Landlord Tenant Law. We pride ourselves on providing excellent legal services to our clients and fostering a supportive and inclusive work environment for our staff.