

STEWARTS

Job description

Job title:	Paralegal
Reporting to:	The Head of Department/International Arbitration Partners
Department:	International Arbitration
Purpose of role:	To provide assistance to the International Arbitration team
Hours:	Permanent, full-time, working hours are 37.5 hours per week which may be worked flexibly between 9.00am and 6.00pm Monday to Friday with a daily lunch break of one hour. There may be a requirement to work additional hours from time to time

Overview

The department is a specialist International Arbitration practice, covering both commercial and investment treaty arbitration work. It is a high performing team that punches way above its weight and it is both a 'go to' destination in London for high-value conflict referral work and has a notably strong reputation in a number of markets, including Latin America, Africa and third party funded cases. Its work is almost exclusively international, working for clients around the world, and it has ambitious growth plans.

In addition to supporting the team's administration, the successful candidate will be heavily involved in the team's cases, in supporting its business development initiatives and in contributing to marketing efforts. Given this rounded role, the ideal candidate will have an existing interest in international arbitration.

Standard paralegal duties:

- Produces basic correspondence, undertakes legal and market research and contributes on various client cases
- Assists in the day-to-day running of multiple matters, including emailing clients and third parties, attending meetings with the same (as appropriate) and supporting the development of legal submissions and preparation for hearings and disclosure
- Assists in monthly billing and matter financial and risk management
- Assists in the preparation of administrative forms and other internal processes
- General administration, including filing, supporting internal processes and supporting the team's partners, including diary arrangements, travel planning and supporting business development activities
- Contributes to department activities, such as business development and marketing initiatives (e.g. drafting articles/presentations) and internal know-how/training sessions (e.g., delivering presentations on legal/market developments)
- Attends all key internal team meetings, with administrative and other responsibilities
- Undertakes other ad hoc duties as required by the team

Role requirements:

- Must have fully completed the LPC, SQE1 or Bar course or be willing to enrol in SQE1
- A background and/or interest in arbitration – previous arbitration work experience, or have completed arbitration modules during LLB, LPC or LLM is desirable
- Excellent typing, communication and IT skills, including good working knowledge of Microsoft Office Suite (Word, PowerPoint, Excel and Outlook)
- Excellent organisational skills; this is a key requirement given the department's work
- Language capabilities would be beneficial

Business Development and Financial skills:

- Understands client needs and displays an appropriate sense of urgency
- Demonstrates general commercial awareness and vision, helps to build client relationships through pursuing own business development/marketing initiatives
- Assists with and/or attends departmental social, and training activities
- Represents the firm appropriately, develops own professional network and raises personal and firm profile
- Records time effectively

Knowledge-sharing skills:

- Makes use of the firm's collective knowledge resources, promotes internal knowledge-sharing
- Attends and contributes towards know-how or team meeting

General skills:

- Uses initiative, prioritises appropriately, applies self, shows attention to detail, manages own workload and meets deadlines
- Demonstrates excellent communication and interpersonal skills (respectful, positive, articulate, professional and sympathetic)
- Delivers helpful internal services with a "can do" approach, shows commercial awareness and represents the department/firm appropriately
- Shares information and ideas
- Accepts and follows instructions, listens, makes notes, questions appropriately, co-operates
- Shows sound judgement and decision-making skills; acts within boundaries
- Shows commitment, passion and enthusiasm
- Is a respectful, reliable and supportive team player

- Reflects the firm's culture
- Is comfortable proactively managing, and taking on, the administrative responsibilities of the role to assist in the optimum functioning of the team