



## Paralegal – Job description

<b>Job title:</b>	<b>Department:</b>
Paralegal	Various
<b>Post:</b>	<b>Post available from:</b>
Ringwood Office	Immediately
<b>Responsible to:</b>	<b>Alex Pappin, Kerri Hunter &amp; Amy Johnson-White</b>

**Main job purpose: Assisting with Company/Commercial, Property and General Dispute Resolution matters.**

### Job Description

Jamieson Alexander Legal are looking for enthusiastic Paralegals to join our Ringwood Office. This is an exciting opportunity for anyone who wants to develop their career in civil law, particularly building an expertise in dispute resolution.

This full-time position as paralegal will involve working on Company/Commercial, Residential and Commercial Property matters (both contentious and non-contentious) as well as general Litigation matters.

Previous legal experience is preferred, although not required, but we would ideally like you to be a law graduate.

The role will be situated in our Ringwood Office (and so the ideal candidate will be based locally or willing to commute). We are able to offer flexible working packages for the right candidate, including a mixture of in-office and remote working.

We offer a very competitive salary depending on relevance of experience, flexible working packages and private health insurance to all employees. At Jamieson Alexander, we pride ourselves on being “a breath of fresh air” – our team of lawyers enjoy being fit active and healthy, not stuffy! We are a forward thinking and entrepreneurial law firm, who embrace modern technology and efficient ways of working.

### Personal Requirements

The successful candidate will be able to work independently and have excellent organisation and communication skills. They must be pro-active and willing to think of potential solutions before asking. They must have ability to work both on their own and in a team and handle a fast-paced high-pressure environment. Most importantly, we expect all of our staff to provide the highest level of customer service to be given to our clients.

Rather than a list of must have criteria and qualifications, we are always keen to find out more about you as an individual - it is important that you like working with us and we feel that you will be a good fit for our team. Here are some additional attributes that we would ideally like you to have:

- A love for the outdoors
- A real appreciation for the benefits of self-care and wellbeing in the workplace, and how this can help you to excel in your career.
- Enthusiasm and a drive to understand (and in time, master) various areas of law.
- Open to modern ways of working and modern technology.
- Provide great client care and work hard at being proficient.
- Hardworking – prepared to go the extra mile and use your initiative.
- Excellent communication and customer service skills.
- Extremely organised.
- Good M/soft Outlook, Excel/Word skills (experience of case management systems preferable).

#### London (Head Office)

Temple Chambers,  
3-7 Temple Avenue,  
London, EC4Y 0DB

+44 (0) 330 200 0017

#### Ringwood Office

Cornerways House,  
School Lane,  
Ringwood, BH24 1LG

+44 (0) 1425 705 039

#### Bedfordshire Office

The Old Dairy, Manor Farm  
High Street, Tingrith,  
Milton Keynes, MK17 9EN

+44 (0) 1908 108 571

<b>Location:</b>	Given remote working and our resources, the role will be based in our Ringwood office primarily although we allow remote working depending on the candidate's ability to work independently and the needs of the firm.
<b>Remuneration:</b>	Salary offered ranges from £22,000 to £26,000 depending on experience and qualifications.  We offer excellent bonus structures in addition. All staff benefit from Vitality Health Insurance and contributory pension scheme from completion of their probationary period.
<b>Working Hours:</b>	9am-5.15pm (with one hour for lunch)  Monday-Friday