

Paralegal – Employment Law (Job Description)

Job Title

Paralegal

Department

Employment

Reports To

Head of Employment

Role Overview

The role will provide comprehensive support to fee earners within our Employment team. This role combines hands-on legal work with essential operational and administrative support. The role holder will play a key role in preparing for hearings and trials, conducting legal research, assisting with case management, and liaising directly with clients and external stakeholders. The position offers excellent exposure to employment law within a collaborative and supportive team environment.

Key Responsibilities

Legal Support

- Support fee earners with tribunal and court preparation, including evidence collection, fact consolidation and preparing bundles.
- Conduct legal research and assist with drafting, proofreading and formatting legal documents.
- Assist with case management, including monitoring deadlines and updating internal systems.
- Liaise with clients, counsel and opposing representatives via email and telephone.
- Support business development tasks for the Employment department.

Administrative & Operational Support

- Manage electronic diaries for fee earners and schedule meetings.
- Act as the first point of contact for new enquiries (telephone and email).
- Maintain accurate case files and data entry in line with firm policies.
- Provide general PA support and assist with ad-hoc administrative tasks.

Skills & Attributes

- Excellent written and verbal communication skills.
- Strong attention to detail and ability to prioritise workload.
- High IT proficiency (Word, Excel, PDF editing tools).
- Collaborative approach and willingness to support colleagues.
- Proactive attitude with the ability to work independently.

Requirements

Essential

- Strong organisational skills and excellent IT proficiency.
- Ability to manage multiple tasks and deadlines.

Preferred

- LLB / LPC / SQE or experience in a legal support role.
- Previous experience in HR or Employment Law.