



Property Litigation Paralegal

£20,000-£28,000 per annum dependent upon experience

The Basics :

- ✓ 9am to 5pm, Monday to Friday
- ✓ Based in our Colchester office
- ✓ 25 days holiday per year
- ✓ Auto enrolment into our pension scheme

Additional benefits:

- ✓ Generous quarterly bonus scheme
- ✓ Flexible working
- ✓ Contractually enhanced sick pay
- ✓ Contractually enhanced maternity and paternity schemes
- ✓ Private healthcare
- ✓ Income protection
- ✓ Monthly travel contribution
- ✓ Low monthly fee targets
- ✓ Work/life balance

Competencies:

- ✓ Positive outlook
- ✓ Team player
- ✓ Professional
- ✓ Personable & caring
- ✓ Capable of demonstrating self-improvement

About us:

Attwells Solicitors is the leading firm in East Anglia, with several offices in East Anglia, alongside a boutique London office. Attwells are a young, dynamic and diverse law firm with a focus on career progression, plain-English legal advice and excellent client care. We are dedicated to breaking down barriers to entry to the profession and providing our staff with autonomy to shape their own future, in an environment in which they can thrive.

Working at Attwells is about the “4Ps”:

Personal: Caring for our clients and one another

Professional: Always acting with trust and integrity

Progressive: Growing and improving for our clients and ourselves

Positive: Being a “can-do” team player.

Overview on the role:

The ideal candidate should have dispute resolution experience to include drafting and preparing claims, attending court, adverse possession applications and section 25 notices together with experience in relation to landlord and tenant.

Start date: ASAP

The Candidate:

- Paralegal / Assistant with a background in property litigation.
- A driven and self-motivated individual who can develop good client relationships, alongside delivering excellent client care.
- Excellent communication skills, both verbal and written.
- Able to work independently whilst also being a team player.

Equal Opportunities

Attwells are committed to recruiting individuals on merits of suitability for each role, on the basis of qualifications and experience. All applications are treated equally regardless of sexual orientation, race, disability, religious beliefs and any other protected characteristic, ensuring that there are equal opportunities at all stages of the recruitment process.

How to apply?

To apply please send your CV, Covering Letter and a completed Equal Opportunities Monitoring Form (available here: <https://attwells.com/wp-content/uploads/2021/08/Equal-Opportunities-Monitoring-Form-August-2021.pdf>) to recruitment@attwells.com